Burntwood Town Council
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CHASETOWN

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Our Ref: GH/JM

19 June 2020

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Virtual Meeting of the Town Council to be held on **Thursday 25 June 2020 commencing at 6 pm** at which the business set out below will be transacted. Councillors and members of the public can join the meeting by using Zoom. For information on how to access Zoom please contact the Town Council [townclerk@burntwood-tc.gov.uk].

Yours sincerely

GHunt

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.

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 13 May 2020 [Minute Nos. 1-10] [ENCLOSURE NO. 1].

4. ANNUAL TREE INSPECTION AT COULTER LANE BURIAL GROUND [ENCLOSURE NO. 2 AND APPENDIX 1].
For information purposes only. Members are requested to receive and note the annual tree inspection report carried out by the Town Clerk.

5. DOCUMENT RETENTION AND DISPOSAL POLICY [ENCLOSURE NO. 3 AND APPENDIX A]
Members are requested to approve the updated Document Retention and Disposal Policy.

6. RENEWAL OF SERVICE SUBSCRIPTION FOR EMPLOYMENT LAW ADVICE [ENCLOSURE NO. 4]
Members are requested to approve that the Financial Regulations be waived in respect of Section 11.1[d] and renew the service subscription for a further 12 months.

7. REPLACEMENT BUS SHELTER [ENCLOSURE NO. 5 AND APPENDIX 1 AND 2]
Members are requested to consider whether to replace or otherwise the lost bus shelter located opposite Aldi on Milestone Way.

8. COUNCIL MEETINGS [ENCLOSURE NO. 6]
Members are requested to approve the meetings calendar for 2020/21 to monthly virtual Council Meetings for the next three months and the introduction of an additional Council Meeting on 20 August 2020.

9. ANNUAL INTERNAL AUDIT REPORT 2019-20 [ENCLOSURE NO. 7]
Members are requested to note the Internal Audit Report, which forms page 3 of the Annual Governance and Accountability Return for the Year Ended 31 March 2020 and concludes that all the required internal control objectives were met. A more detailed report will be received from the Internal Auditor and presented to Members in due course.

10. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

10.1 Income and Expenditure Account for the Year Ended 31 March 2020

Members are requested to resolve that the Income and Expenditure Account for the Year Ended 31 March 2020 be approved. [ENCLOSURE NO. 8]. Total income, at £427,405, was about £15,000 lower than the previous year and total expenditure, at £390,363, was about £25,000 higher than the previous year. However, income still exceeded expenditure by about £37,000 and the General Fund increased by almost £40,400 to £138,206 (once account was taken of transfers into and out of earmarked reserves). Overall, there was a net transfer out of earmarked reserves of about £3,300, primarily due to £30,000 being put towards OMCC refurbishment costs. Members may also wish to note the more detailed income and expenditure analysis by cost code, which includes a comparison with the budget. [ENCLOSURE NO.9]

10.2 Balance Sheet as at 31 March 2020

Members are requested to resolve that the Balance sheet as at 31 March 2020 is approved and that the Chairman be authorised to sign the document. ([ENCLOSURE NO. 10]. Total assets (General Fund and Earmarked Reserves) were £444,835 at 31 March. The balance sheet includes 2 types of debtors and creditors this time, because of the introduction of new purchase and sales ledger systems at the end of February.

10.3 Annual Return: Section 1 – Annual Governance Statement for the Year Ended 31 March 2020

Members are requested to consider the eight individual statements that comprise the Annual Governance Statement for the year ended 31 March 2020 and to resolve that they agree the individual “yes” responses on the Statement and that the Chairman and the Clerk be authorised to sign the Statement [ENCLOSURE NO. 11].

10.4 Annual Return: Section 2 – Accounting Statements for the Year Ended 31 March 2020

Members are requested to resolve that the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2020 are agreed and that the Chairman be authorised to sign the Statement. [ENCLOSURE NO. 12]. Boxes 2 and 3 (Precept plus Total other receipts) and boxes 4 and 6 (Staff costs plus All other payments) equal Total Income and Total Expenditure respectively on the Income and Expenditure Account seen at agenda item 10.1. Similarly, box 7 is the Total Assets on the Balance Sheet at item 10.2. There was a fall in the value of Total fixed assets and long term investments (box 9) due partly to the external auditor’s advice that the Memorial Wall should be included as a community asset without resale value, compared to its previous inclusion at build cost. Also, the Council’s asset register has been significantly updated following the refurbishment works.

11. EXCLUSION OF THE PRESS AND PUBLIC

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

12. CORONAVIRUS CONTINGENCY PLAN UPDATE [CONFIDENTIAL ENCLOSURE NO. 13 - PINK]
For information purposes only. No decision is required by the Council.

13. PERSONAL INJURY CLAIM [CONFIDENTIAL ENCLOSURE NO. 14 - PINK]
For information purposes only. No decision is required by the Council.

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 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.

ENCLOSURE NO. 1

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.

ENCLOSURE NO. 1

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 …………………………………………………………….

ENCLOSURE NO. 1

Burntwood Town Council 25th June 2020

Annual Tree Inspection at Coulter Lane Burial Ground

1.0 Purpose

1.1 The purpose of this report is update the Town Council on the condition of the trees, many of which are large and mature, that are within the Burial Ground.

2.0 Background

2.1 In October 2008 the Town Council accepted the transfer of the Burial Ground from Lichfield District Council.

2.2 The cemetery was laid out in 1867 together with a small chapel to serve the Burntwood Asylum (later called St Matthews Hospital). The cemetery was consecrated later that same year. The cemetery was extended in 1904 and was still in use up until the 1950's. A total of 3,103 bodies were buried in the cemetery: 1,560 men and 1,543 women. Only a few scattered headstones survive, some of those are inscribed with the dates of burials and the inmates' initials.

2.3 Within the confines of the cemetery, there are also nine war graves and headstones of local servicemen who fought and lost their lives in the First World War. These graves are maintained by the Commonwealth War Graves Commission.

3.0 Tree Management

3.1 There are currently 35 substantial trees on the site in varying stages of maturity. The council has a "…duty to do all that is reasonably practicable to ensure people are not exposed to risk to their health and safety"[1]. The main risk is from falling branches and limbs. To reduce this risk the Council has commissioned detailed tree inspections at regular intervals to identify any trees in need of attention or removal. The last full inspection was in 2018 with the next one is due in 2023. The purpose of the inspection regime is to:

- Identify and control risks
- Comply with relevant legislation and regulatory requirements
- Improve community confidence and trust

3.2 In the interim an annual visual inspection should be carried by the Council. An inspection was not carried out in 2019. The inspection for 2020 is attached as Appendix 1. It shows that the tree population is in good condition with no remedial work required at the moment. There are 6 trees where a further inspection in 6 months' time is required just for precautionary reasons. All trees on site are judged to be low risk.

4.0 Finance

4.1 The annual inspection was undertaken by a member of staff and so involved no additional expenditure. The budget for the current year for the Burial Ground is £3,300. Expenditure last year was £1,050.

ENCLOSURE NO. 2

5.0 Legal Requirements

5.1 The Town Council is required under the provisions of Section 3 of the Health and Safety at Work act 1974 (revised 2015) to manage the risks of trees in its ownership.

6.0 Conclusion

6.1 The completion of the Annual Inspection ensures that the Town Council is meeting its statutory obligations in respect of the management of the trees at the Coulter Lane Burial Ground. On this occasion no further actions are required apart from a further inspection of 6 trees in 6 months as a precaution.

7.0 Recommendation

7.1 This report is for information purposes only and does not require any decision by the Council.

Reference
[1] Management of the risk of falling trees or branches – Health and Safety Executive

Contact Officer
Graham Hunt
townclerk@burntwood-tc.gov.uk
07376 622237

Coulter Lane Burial Ground, Burntwood

Annual visual inspection of trees Record

Priority for Action

1 – Immediate, work to be completed within 7 days

2 – Work to be completed within 3 months

3 – Work to be completed within 6 months

4 – Refer to inspection date

Tree tag number	Species	Growth Stage	Condition	Date Inspected	Action required	Priority	Date completed
T101	Copper Beech	Early Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T102	Copper Beech	Early Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T103	Sycamore	Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T103a	Sycamore	Young	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs,	4	

ENCLOSURE NO. 2 - APPENDIX 1

					fungi fruiting bodies on wound sites and for soil movement		
T104	Sycamore	Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T105	Oak	Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T107	Pink Horse Chestnut	Late Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T109	Purple Leafed Sycamore	Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T110	Sycamore	Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T111	Purple leaved Sycamore	Mature	No visual evidence of external defects except very minor deadwood in lower branches **Risk Assessment: Low**	18.5.20	Re- inspect in 6 months	3	
T112	Common Yew	Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs,	4	

ENCLOSURE NO. 2 - APPENDIX 1

					fungi fruiting bodies on wound sites and for soil movement		
T113	Purple leaved Sycamore	Mature	No visual evidence of external defects except very minor deadwood in lower branches **Risk Assessment: Low**	18.5.20	Re-inspect in 6 months	3	
T114	Horse Chestnut	Late Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T115	Sycamore	Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T116	Pink Horse Chestnut	Late Mature	No visual evidence of external defects but very low level of flowers **Risk assessment: Low**	18.5.20	Re-inspect in 6 months	3	
T117	Horse Chestnut	Late Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T118	Sycamore	Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T119	Lawson Cypress	Mature	No visual evidence of external defects but foliage did not look vibrant **Risk assessment: Low**	18.5.20	Re-inspect in 6 months	3	

T120	Oak	Late Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T121	Sycamore	Late Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T122	Sycamore	Late Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T124	Cooper beech	Early Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T125	Lawson Cypress	Early Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T126	Lawson Cypress	Early Mature	No visual evidence of major external defects but a few broken minor limbs **Risk assessment: Low**	18.5.20	Re-inspect in 6 months	3	
T128	Cooper Beech	Early Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	

ENCLOSURE NO. 2 - APPENDIX 1

T129	Lawson Cypress	Early Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T130	Western Red Cedar	Early Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T131	Western Red Cedar	Early Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T132	Western Red Cedar	Early Mature	No visual evidence of external defects. **Risk Assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T133	Horse Chestnut	Late Mature	No visual evidence of major external defects but deadwood on lower branches **Risk assessment: Low**	18.5.20	Re-inspect in 6 months	3	
T134	Horse Chestnut	Late Mature	No visual evidence of major external defects but a few broken minor limbs **Risk assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T136	Sycamore	Early Mature	No visual evidence of major external defects but a few broken minor limbs **Risk assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	

T136a	Irish Yew	N/a	No visual evidence of major external defects but a few broken minor limbs **Risk assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T137	Horse Chestnut	Mature	No visual evidence of major external defects but a few broken minor limbs **Risk assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	
T138	Cooper Beech	Early Mature	No visual evidence of major external defects but a few broken minor limbs **Risk assessment: Low**	18.5.20	Inspection in 12 months or following a storm to check for evidence of damaged limbs, fungi fruiting bodies on wound sites and for soil movement	4	

Burntwood Town Council
25th June 2020
Document Retention and Disposal Policy

1.0 Purpose of the Report

1.1 To agree an update to the current policy that was approved in 2018

2.0 Background

2.1 Council accumulates a vast amount of information and data during its everyday activities. This includes data generated internally as well as information obtained from individuals and external organisations. This information is recorded in various formats.

2.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.

2.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.

2.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.

2.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

3.0 Scope and Objectives of the Policy

3.1 The aim of this document is to provide a working framework to determine which documents are:

- Retained – and for how long; or

ENCLOSURE NO. 3

- Disposed of – and if so by what method

3.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include: compliments' slips, catalogues and trade journals, electronic mail messages that are not related to Council business and out of date distribution lists.

3.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

3.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

3.0 Roles and Responsibilities for Document Retention and Disposal

3.5 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

3.6 Councils should ensure that all employees are aware of the retention/disposal schedule.

4.0 Document Retention Protocol

4.1 Councils should have in place an adequate system for documenting their activities. This system should consider the legislative and regulatory environments that apply at the time.

4.2 Records of each activity should be complete and accurate enough to allow employees to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

4.3 All records should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations. Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5.0 Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will need to be kept as required by the General Data Protection Regulations.

5.2 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in wastepaper bin for disposal
- Confidential records or records giving personal information: shred documents
- Deletion of computer records
- Transmission of records to an external body such as the County Records Office

5.3 All personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations, the Freedom of Information Act or cause reputational damage.

5.4 Where documents are of historical interest they will, where appropriate, be offered to the County Records office.

5.5 Records should be maintained of appropriate disposals. These records should contain the name of the document destroyed, date of destruction and method.

5.6 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

6.0 Finance

6.1 Compliance with statutory requirements in respect of the retention and disposal of information is a core responsibility of the Council and appropriate provision is made within the budget.

7.0 Legal Considerations

7.1 The Town Council is required under the provisions of the Lord Chancellor's Code of Practice as issued under Section 46 of the Freedom of Information Act 2000 to implement a records retention and disposal policy.

8.0 Conclusion

8.1 This report provides an update to the 2018 Document Retention and Disposal Policy. The actions described in paragraph 4 and 5 of this report along with Appendix 1 will enable the Town Council to fulfill its legal obligations.

9.0 Recommendation

9.1 The Town Council is recommended to approve the updated Document Retention and Disposal Policy as set out in this report.

References

This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

Local Council Administration, Charles Arnold-Baker, 910h edition, Chapter 11
Local Government Act 1972, sections 225 – 229, section 234
Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000

Contact Officer

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Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
Members declaration of acceptance of office	Term of office plus 1 year	Audit	Shred
Members declaration of interests	Term of office plus 1 year	Audit	Shred
Signed Minutes of Council and Committee meetings	Indefinite	Local Government Act 1972	Original signed paper copies of council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than ten years they must be archived and deposited with Staffordshire County Records.
Draft Minutes of Council and Committee meetings	Until the date of confirmation of the minutes	Management	Shred
Agendas	6 years	Management	Shred
Advice to individual Members	6 years	Management	Shred
Non constituted meetings of the Council	Until there is no longer an administrative requirement	Management	Bin
Commissioned Reports	Until there is no longer an administrative requirement	Management	Bin unless confidential, and if so, shred
Town plans, projects, consultations and research	Until there is no longer an administrative requirement	Management	Bin
Accident/incident reports	20 years	Health and Safety at Work Act 1974	Shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Risk Assessments	Until risk no longer relevant or an updated assessment has been produced	Health and Safety at Work Act 1974	Bin
Receipt and payment accounts	Indefinite	Audit	Archive

Receipt books of all kinds	6 years	Audit	Shred
Bank statements including deposit/ savings accounts	Last completed audit year	Audit	Shred
Bank paying-in books	Last completed audit year	Audit	Shred
Cheque book stubs	Last completed audit year	Audit	Shred
Financial Risk Assessment and Insurance	6 years	Audit	Shred
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Quotations and tenders (unsuccessful)	400 days from submission	Audit	Shred
Contracts	6 years from end date of contract	Limitation Act 1980 (as amended)	Shred
Building Leases	12 years from end of end of lease	Limitations Act 1980 (as amended)	Shred
Asset register	Last completed audit year	Audit	Shred

Document	Minimum Retention Period	Reason	Disposal
Paid invoices	6 years	Audit	Shred
VAT records	6 years generally but 20 years for VAT on rents	Audit	Shred
Wages books/payroll	12 years	Audit	Shred
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant	Management	Bin

Document	Minimum Retention Period	Reason	Disposal
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	N/A
Magazines and journals	Council may wish to keep its own publications. For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library	Bin if applicable
To ensure records are easily accessible it is necessary to comply with the following: A list of files stored in cabinets will be kept. Electronic files will be saved using relevant file names.	The electronic files will be backed up monthly on a portable hard drive.	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Planning Applications	Planning applications and decision notices are available at Lichfield District Council. There is no need to retain duplicates locally. Parish Council comments in respect of these applications are recorded in the Parish Council's Minutes	Local Government Act 1972	If included in Minutes Archive

ENCLOSURE NO. 3 APPENDIX A

	and are retained indefinitely		

Document	Minimum Retention Period	Reason	Disposal
General correspondence and emails	Should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Staff Employment Contracts and recruitment and termination information	6 years after end of employment with BTC.	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Staff Personal Information (contact details, bank details, etc.)	At the end of employment with BTC	To comply with the Requirements of the General Data Protection Regulations 2018	Shred
Staff Disciplinary and Grievance Procedures	6 years after end of employment with BTC	The council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Shred.
Staff Information (training, performance management, sickness records, etc.)	6 years after end of employment with BTC	The council may need to retain and access staff records for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Shred

Document	Minimum Retention Period	Reason	Disposal
Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years		Shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Defamation	1 year		Shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Contract	6 years		Shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Leases	12 years		Shred.
Sums recoverable by statute	6 years		Shred
Personal injury	3 years		Shred
To recover land	12 years		Shred
Rent	6 years		Shred
Breach of trust	None		Shred
Trust deeds	Indefinite		N/A

Burntwood Town Council

25th June 2020

Renewal of Subscription for Employment Advice

1.0 Purpose of Report

1.1 To seek authority to waive the Council's Financial Regulations to renew the contract with Keelys Solicitors to provide advice on employment law issues

2.0 **Background**

2.1 As the Council only employs a small workforce it does not need its own personnel officer. The Town Clerk can deal with most staffing issues on a day to day basis. However, there are occasions when specialist employment law advice is required. For several years, the Council has employed Keelys Solicitors to provide such advice through an annual subscription. The current subscription is about to expire and needs to be either renewed or another company appointed to provide specialist advice.

2.2 The renewal cost is £1,020 the same as last year.

2.3 Keelys has provided a very good service over the last 12 months.

3.0 **Financial Considerations**

3.1 Under the provisions of the Council's Financial Regulations three written quotations are required for any expenditure over £1,000. However, section 11.1(d) of the regulations does allow the Council to waive the requirement to seek three quotations in appropriate circumstances. The current operational restrictions imposed by the Covid 19 lockdown will make it very difficult to identify and assess other potential companies that can supply the advice to the level that is required. It is not a service where the Council can afford to take risks.

3.2 Provision has been made in the budget for the subscription renewal.

4.0 **Legal Context**

4.1 Under the provisions of the Local Government Act 1972, Sch 12, local councils can make standing orders (including financial regulations) to help manage its affairs. The act also provides for councils to be able to vary or modify these orders.

5.0 **Conclusion**

5.1 The current Covid 19 lockdown will restrict the appointment of new employment advisers. The service provided by Keelys Solicitors over the last 12 months has been exemplarily and the cost of renew has been held at last year price. Under the circumstances it is felt that the renew of the service subscription with Keelys Solicitors for the next 12 months would be in the Council's best interests.

ENCLOSURE NO. 4

6.0 **Recommendation**

6.1 The Council is recommended to agree to its Financial Regulations to be waived , as outlined in paragraph 3.1, and the service subscription with Keelys Solicitors to be renewed for a further 12 months

Contact Officer

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ENCLOSURE NO. 4

Burntwood Town Council

25th June 2020

Replacement Bus Shelter

1.0 Purpose of the Report.

1.1 To seek the views of the Council on the proposed replacement bus shelter sited opposite Aldi on Milestone Way

2.0 Background

2.1 On 31.5.20 the bus shelter was damaged (assumed by a vehicle) and removed from the site. So far, no evidence of the incident has been found. Staffordshire County Council (Highways), Lichfield District Council and the Police have all been contacted but none of them know how the shelter was damaged or where it has been removed to.

2.2 Strangely this incident is an exact replicate of an earlier one on 9th September 2017. Where again the shelter was damaged (by a van) and then the broken shelter taken away. The person(s) responsible for the damage and removal of the shelter were never identified.

2.3 An insurance claim has been submitted to Zurich Municipal in respect of the latest incident.

3**.0 Replacement Options.**

3.1 The Council has several options:

i) It can replace the shelter with the same type of shelter made from metal and with polycarbonate windows (see appendix 1) at a cost of £3, 834

ii) It can replace the shelter with one made from timber (see appendix 2) at a cost of £5, 495

iii) Finally, the Council can choose not to replace the shelter.

3.2 It is quite a coincidence that the shelter is damaged and removed in the same way twice. It is possible that the shelter was damaged so that the metal could be taken. The possibility remains that a metal replacement shelter could be equally at risk. A timber shelter also is at risk of damage. A previous timber shelter on the site experienced some vandalism. However, it may not be targeted in the way that the metal shelters may have been. A timber shelter would match many of the other shelters in the area.

3.3 The Council also has the option of not replacing the shelter. Such a decision could be seen as contrary to the Council's ambitions to improve bus services in town. It is a well-used by school children and people travelling to work so a decision not to replace it might not be popular with the public.

4.0 Legal Context

4.1 A local council has the power to provide and maintain bus shelters under the provisions of the Local Government (Miscellaneous Provisions) Act 1953.

ENCLOSURE NO. 5

5.0 Financial Considerations

5.1 The cost of the replacement metal shelter will be met from the insurance claim minus the policy excess. The extra cost of a timber shelter would have to be met from the reserve.

6.0 Conclusion

6.1 There is a possible risk that in replacing the shelter with a metal one that it will be targeted again. It is the cheapest option. In contrast the more expensive timber option is more aesthetically pleasing and although it has less risk of theft it has a higher risk of minor vandalism. The decision not to replace the shelter is not thought to be consistent with the Council's ambitions in respect of civic amenity and sustainable transport.

7.0 Recommendation

7.1 The guidance of the Council is sought regarding how it wishes to replace or otherwise the lost bus shelter.

Contact Officer

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ENCLOSURE NO. 5 - APPENDIX 1

ENCLOSURE NO. 5 - APPENDIX 2

Burntwood Town Council

25th June 2020

Council Meetings

1.0 Purpose of Report

1.1 To seek the agreement of the Council on the dates for its meetings for the next three months.

2.0 **Background**

2.1 In response to the Corvid 19 Emergency the Council opted from April to move to virtual meetings. The April and May Council meetings were hosted on the Zoom platform. It also decided to streamline its calendar of meetings and limit its meetings to one Council meeting per month.

2.2 This modified calendar has worked well. Due to the reduced workload concerning policy matters and new initiatives there has been adequate space on the meeting agendas to ensure that those issues that needed to be discussed by councillors could be done so in a timely manner. With exception of one councillor all councillors have access to the Zoom platform. Attendance by councillors at both meetings has been very good. The public and press have also been in attendance.

3.**0 Next three months**

3.1 It is unlikely there will be a significant increase over the next three months in the issues that will need a decision by the Council. Particularly as the Burntwood Wakes Festival and the Play in the Parks Programme have been cancelled. It is therefore proposed that the Council continues to meet on a virtual monthly basis with these arrangements reviewed at the September Council meeting.

3.2 The Council meetings for July (29th) and September (24th) have already been agreed. It is however recommended that an additional Council Meeting is held on 20th August. Normally meetings are not held in August because many people are on holiday. Under the current circumstances it is felt that an August meeting is meeting so that councilors have an opportunity to raise any concerns regarding the current emergency.

3.3 At the moment there is not sufficient business to require any committees to be re-introduced.

4.**0 Legal Context**

4.1 Under the provisions of the Local Government Act 1972 local councils are required to hold an annual meeting plus to meet on a minimum of three other occasions during the year. There is no legal requirement for the Council to hold committee meetings.

4.2 More recently the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 has given local councils the opportunity to hold virtual meetings and enable the public and press to attend virtual meetings.

ENCLOSURE NO. 6

5.0 Financial Considerations

5.1 The proposed meeting arrangements for the next three months will not require any additional expenditure.

6.0 Conclusion

6.1 As it is very unlikely that there will be a significant increase in the workload for the Council a continuation of the current arrangement of monthly virtual Council meetings until September is believed to be adequate. The inclusion of a meeting in August would ensure that councillors continue to have a regular opportunity to discuss issues relating to the current emergency.

7.0 Recommendation

7.1 The Council is recommended to approve:

i) the current restriction to the meetings calendar for 2020/21 to monthly virtual Council Meetings for the next three months

ii) the introduction of an additional Council Meeting on 20th August 2020

Contact Officer

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ENCLOSURE NO. 6

Annual Internal Audit Report 2019/20

BURNTWOOD TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (~~receipts and payments~~ or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")*			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		

	Yes	No	Not applicable
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

13/11/2019 22/01/2020 15/06/2020

Name of person who carried out the internal audit

Alan Toplis - Toplis Associates Ltd

Signature of person who carried out the internal audit Alan Toplis

Date 15/06/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

ENCLOSURE NO. 7

Burntwood Town Council 2019/20

Income and Expenditure Account for Year Ended 31st March 2020

31st March 2019		31st March 2020
	Operating Income	
334,358	Corporate	327,493
59,346	OMCC	67,514
13	Supplies & Services	5
4,355	Traffic Islands	8,158
3,647	Events Committee	2,202
6,475	Community Projects	0
2,580	Neighbourhood Plan	0
2,067	Civic Expenses	350
29,553	Burntwood Cemetery	21,683
442,393	Total Income	**427,405**
	Running Costs	
53,846	OMCC	60,658
156,701	Supplies & Services	167,590
974	Street Lighting	3,793
0	Bus Shelters	1,674
2,702	Christmas Lights	1,661
7,403	Traffic Islands	7,389
1,899	Hanging Baskets & Planters	1,688
23	Flagpole	95
904	Coulter Lane Burial Ground	1,719
0	Burntwood Town Strategy	30
20,742	Events Committee	25,092
16,612	Community Projects	6,591
4,790	Neighbourhood Plan	1,750
4,086	Civic Expenses	1,710
15,383	Grant Aid	14,431
12,925	Election Expenses	0
19,525	Burntwood Cemetery	24,469
46,599	Capital Works	70,023
365,114	Total Expenditure	**390,363**
	General Fund Analysis	
110,789	Opening Balance	97,819
442,393	Plus : Income for Year	427,405
553,181		525,224
365,114	Less : Expenditure for Year	390,363
188,068		134,861
90,249	Transfers TO / FROM Reserves	(3,346)
97,819	**Closing Balance**	**138,206**

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
100	Corporate							
1176	Precept	313,645	318,690	318,690	0			
1199	CCLA Interest	4,787	4,953	4,700	(253)			
1205	Bank Account Interest	396	165	300	135			
1206	CIL money	11,232	3,685	0	(3,685)			3,685
1207	Additional miscell. funding	4,298	0	0	0			
	Corporate :- Income	**334,358**	**327,493**	**323,690**	**(3,803)**			**3,685**
	Net Income	**334,358**	**327,493**	**323,690**	**(3,803)**			
6001	less Transfer to EMR	11,232	3,685					
	Movement to/(from) Gen Reserve	**323,126**	**323,808**					
104	OMCC							
1025	Sundry Income	725	810	400	(410)			
1070	OMCC: Unit Rents	27,202	32,609	58,000	25,391			
1071	OMCC: Unit Service Charges	17,912	21,012	0	(21.012)			
1072	OMCC: Room Hire	13,189	12,764	10,250	(2,514)			
1074	OMCC: Unit Cleaning	318	318	0	(318)			
	OMCC :- Income	**59,346**	**67,514**	**68,650**	**1,136**			**0**
4019	Employee costs	8,381	11,654	11,391	(263)		(263)	
4022	NNDR	7,320	7,488	7,540	52		52	
4023	Water Rates	1,387	1,534	1,500	(34)		(34)	
4040	Cleaning Contract	5,033	5,033	5,220	187		187	
4041	Unlocking/Locking	1,768	1,981	1,800	(181)		(181)	
4055	Energy	11,411	14,167	13,000	(1,167)		(1,167)	
4056	Building & Grounds Maintenance	8,395	13,276	10.000	(3,276)		(3,276)	
4057	Telephones & Broadband	997	870	1,250	380		380	
4058	IT Suite expenditure	6	0	1,000	1,000		1,000	
4059	Other Supplies and Services	4,406	3,044	6,000	2,956		2,956	
4180	Professional Fees	4,744	1,500	1,000	(500)		(500)	
4221	Insurance premiums	0	112	1,450	1,338		1,338	
	OMCC :- Indirect Expenditure	**53,846**	**60,658**	**61,151**	**493**	**0**	**493**	**0**
	Net Income over Expenditure	**5,500**	**6,855**	**7,499**	**644**			
105	Transport							
4064	Members Travel Expenses	0	0	50	50		50	
	Transport :- Indirect Expenditure	**0**	**0**	**50**	**50**	**0**	**50**	**0**
	Net Expenditure	**0**	**0**	**(50)**	**(50)**			

ENCLOSURE NO. 9

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
107	Supplies & Services							
1025	Sundry Income	13	5	0	(5)			
	Supplies & Services :- Income	**13**	**5**	**0**	**(5)**			**0**
4019	Employee costs	133,341	140,201	155,270	15,069		15,069	
4057	Telephones & Broadband	3,237	3,756	3,000	(756)		(756)	
4059	Other Supplies and Services	870	530	1,750	1,220		1,220	
4120	Postage	15	494	500	6		6	
4125	Franking Machine	1,353	1,079	1,200	121		121	
4139	Computers & other office equip	5,339	7,468	3,900	(3,568)		(3,568)	
4140	Website	575	450	1,000	550		550	
4165	Advertising	980	0	1,250	1,250		1,250	
4166	Newsletter	1,440	1,440	1,545	105		105	
4170	Subscriptions to other bodies	35	275	485	210		210	
4180	Professional Fees	780	1,860	1,000	(860)		(860)	
4211	General office expenses	3,024	2,150	3,600	1,450		1,450	
4212	Training & conferences	525	2,673	2,000	(673)		(673)	
4220	Bank Charges	322	287	400	113		113	
4221	Insurance premiums	3,383	3,489	3,500	11		11	
4234	Audit	1,483	1,439	2,000	561		561	
	Supplies & Services :- Indirect Expenditure	**156,701**	**167,590**	**182,400**	**14,810**	**0**	**14,810**	**0**
	Net Income over Expenditure	**(156,688)**	**(167,585)**	**(182,400)**	**(14,815)**			
201	Street Lighting							
4055	Energy	596	423	715	292		292	
4241	Maintenance	378	3,371	400	(2,971)		(2,971)	
	Street Lighting :- Indirect Expenditure	**974**	**3,793**	**1,115**	**(2,678)**	**0**	**(2,678)**	**0**
	Net Expenditure	**(974)**	**(3,793)**	**(1,115)**	**2,678**			
202	Bus Shelters							
4241	Maintenance	0	1,674	4,000	2,327		2,327	
	Bus Shelters :- Indirect Expenditure	**0**	**1,674**	**4,000**	**2,327**	**0**	**2,327**	**0**
	Net Expenditure	**0**	**(1,674)**	**(4,000)**	**(2,327)**			
203	Christmas Lights							
4260	General Expenses	2,222	1,661	5,000	3,339		3,339	
4261	Churches	480	0	1,100	1,100		1,100	
	Christmas Lights :- Indirect Expenditure	**2,702**	**1,661**	**6,100**	**4,439**	**0**	**4,439**	**0**
	Net Expenditure	**(2,702)**	**(1,661)**	**(6,100)**	**(4,439)**			

ENCLOSURE NO. 9

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12 | **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
205	Traffic Islands							
1030	Traffic Islands: Sponsorship	4,355	8,158	8,158	0			
	Traffic Islands :- Income	**4,355**	**8,158**	**8,158**	**0**			**0**
4241	Maintenance	5,324	6,576	7,200	624		624	
4304	Signage	1,054	132	500	368		368	
4306	NNDR: Traffic Islands	1,025	682	1,500	818		818	
	Traffic Islands :- Indirect Expenditure	**7,403**	**7,389**	**9,200**	**1,811**	**0**	**1,811**	**0**
	Net Income over Expenditure	**(3,049)**	**768**	**(1,042)**	**(1,810)**			
206	Hanging Baskets & Planters							
4241	Maintenance	1,899	1,688	1,550	(138)		(138)	
	Hanging Baskets & Planters :- Indirect Expenditure	**1,899**	**1,688**	**1,550**	**(138)**	**0**	**(138)**	**0**
	Net Expenditure	**(1,899)**	**(1,688)**	**(1,550)**	**138**			
207	Flagpole							
4241	Maintenance	23	95	100	5		5	
	Flagpole :- Indirect Expenditure	**23**	**95**	**100**	**5**	**0**	**5**	**0**
	Net Expenditure	**(23)**	**(95)**	**(100)**	**(5)**			
209	Coulter Lane Burial Ground							
4241	Maintenance	904	1,719	2,260	541		541	
	Coulter Lane Burial Ground :- Indirect Expenditure	**904**	**1,719**	**2,260**	**541**	**0**	**541**	**0**
	Net Expenditure	**(904)**	**(1,719)**	**(2,260)**	**(541)**			
211	Burntwood Town Strategy							
4754	BTS Projects	0	30	15,000	14,970		14,970	
	Burntwood Town Strategy :- Indirect Expenditure	**0**	**30**	**15,000**	**14,970**	**0**	**14,970**	**0**
	Net Expenditure	**0**	**(30)**	**(15,000)**	**(14,970)**			
213	Events Committee							
1090	Wakes - Pitch Fees	593	624	0	(624)			500
1100	Wakes Other Income	1,100	1,000	0	(1,000)			1,000
1101	Christmas - Pitch fees	82	78	0	(78)			
1102	Play in the Parks	572	500	0	(500)			500
1103	Christmas Other Income	500	0	0	0			

ENCLOSURE NO. 9

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1104	Fun Run income	800	0	0	0			
	Events Committee :- Income	**3,647**	**2,202**	**0**	**(2,202)**			**2,000**
4262	Christmas Event	4,053	5,862	0	(5,862)		(5,862)	
4390	Wakes (all expenditure)	11,516	13,694	0	(13,694)		(13,694)	
4391	Fun Run expenditure	1,756	0	0	0		0	
4399	Other events expenditure	148	32	0	(32)		(32)	
4690	Events	0	0	25,000	25,000		25,000	
4761	Play in the Parks	3,269	5,504	0	(5,504)		(5,504)	
	Events Committee :- Indirect Expenditure	**20,742**	**25,092**	**25,000**	**(92)**	**0**	**(92)**	**0**
	Net Income over Expenditure	**(17,095)**	**(22,890)**	**(25,000)**	**(2,110)**			
6001	less Transfer to EMR	0	2,000					
	Movement to/(from) Gen Reserve	**(17,095)**	**(24,890)**					
214	Community Projects							
1025	Sundry Income	6,475	0	0	0			
	Community Projects :- Income	**6,475**	**0**	**0**	**0**			**0**
4760	Stephen Sutton Bursary	1,000	1,941	2,000	59		59	
4764	Other Community Projects	15,612	1,650	2,700	1,050		1,050	
4765	Community Support funding	0	3,000	0	(3,000)		(3,000)	3,000
	Community Projects :- Indirect Expenditure	**16,612**	**6,591**	**4,700**	**(1,891)**	**0**	**(1,891)**	**3,000**
	Net Income over Expenditure	**(10,137)**	**(6,591)**	**(4,700)**	**1,891**			
6000	plus Transfer from EMR	4,468	3,000					
	Movement to/(from) Gen Reserve	**(5,669)**	**(3,591)**					
215	SCAMP							
4550	SCAMP: Maintenance	0	0	150	150		150	
4551	SCAMP: Insurance	0	0	375	375		375	
	SCAMP :- Indirect Expenditure	**0**	**0**	**525**	**525**	**0**	**525**	**0**
	Net Expenditure	**0**	**0**	**(525)**	**(525)**			
216	Neighbourhood Plan							
1025	Sundry Income	2,580	0	0	0			
	Neighbourhood Plan :- Income	**2,580**	**0**	**0**	**0**			**0**
4728	Neighbourhood Plan expenditure	4,790	1,750	1,500	(250)		(250)	250
	Neighbourhood Plan :- Indirect Expenditure	**4,790**	**1,750**	**1,500**	**(250)**	**0**	**(250)**	**250**
	Net Income over Expenditure	**(2,210)**	**(1,750)**	**(1,500)**	**250**			
6000	plus Transfer from EMR	2,000	250					

ENCLOSURE NO. 9

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12 Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
	Movement to/(from) Gen Reserve	**(210)**	**(1,500)**					
301	Civic Expenses							
1062	Fundraising	2,067	350	0	(350)			
	Civic Expenses :- Income	**2,067**	**350**	**0**	**(350)**			**0**
4360	Chairman's Expenses	404	96	500	404		404	
4361	General Expenses	169	153	1,000	847		847	
4368	Fundraising - Distribution	3,513	1,460	100	(1,360)		(1,360)	800
	Civic Expenses :- Indirect Expenditure	**4,086**	**1,710**	**1,600**	**(110)**	**0**	**(110)**	**800**
	Net Income over Expenditure	**(2,019)**	**(1,360)**	**(1,600)**	**(240)**			
6000	plus Transfer from EMR	326	800					
	Movement to/(from) Gen Reserve	**(1,693)**	**(560)**					
302	Grant Aid							
4415	Grant Aid expenditure	15,383	14,431	15,150	719		719	
	Grant Aid :- Indirect Expenditure	**15,383**	**14,431**	**15,150**	**719**	**0**	**719**	**0**
	Net Expenditure	**(15,383)**	**(14,431)**	**(15,150)**	**(719)**			
310	Election Expenses							
4701	Election Expenses	12,925	0	7,000	7,000		7,000	
	Election Expenses :- Indirect Expenditure	**12,925**	**0**	**7,000**	**7,000**	**0**	**7,000**	**0**
	Net Expenditure	**(12,925)**	**0**	**(7,000)**	**(7,000)**			
6000	plus Transfer from EMR	7,925	0					
	Movement to/(from) Gen Reserve	**(5,000)**	**0**					
401	Burntwood Cemetery							
1000	Burial Fees/Licences/Headstone	29,343	21,123	26,400	5,277			
1001	Memorial wall plaques	210	560	0	(560)			
	Burntwood Cemetery :- Income	**29,553**	**21,683**	**26,400**	**4,717**			**0**
4019	Employee costs	2,081	1,845	1,850	5		5	
4163	General Office Expenses	513	675	400	(275)		(275)	
4810	Gravedigging: Main Contractor	4,380	4,760	4,680	(80)		(80)	
4820	NNDR: Burntwood Cemetery	1,263	1,400	1,300	(100)		(100)	
4863	Other Maintenance and Services	2,760	2,670	4,650	1,980		1,980	
4864	Grounds maintenance	8,529	13,120	9,800	(3,320)		(3,320)	
	Burntwood Cemetery :- Indirect Expenditure	**19,525**	**24,469**	**22,680**	**(1,789)**	**0**	**(1,789)**	**0**
	Net Income over Expenditure	**10,028**	**(2,786)**	**3,720**	**6,506**			

ENCLOSURE NO. 9

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12 Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
501	Capital Works							
4666	Capital Works	12,490	0	0	0		0	
4901	OMCC Refurbishment works	34,109	70,023	40,000	(30,023)		(30,023)	30,000
	Capital Works :- Indirect Expenditure	**46,599**	**70,023**	**40,000**	**(30,023)**	**0**	**(30,023)**	**30,000**
	Net Expenditure	**(46,599)**	**(70,023)**	**(40,000)**	**30,023**			
6000	plus Transfer from EMR	26,490	30,000					
	Movement to/(from) Gen Reserve	**(20,109)**	**(40,023)**					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	**442,393**	**427,405**	**426,898**	**(507)**		
Expenditure	**365,114**	**390,363**	**401,081**	**10,718**	**0**	**10,718**
Net Income over Expenditure	**77,279**	**37,042**	**25,817**	**(11,225)**		
plus Transfer from EMR	**41,209**	**34,050**				
less Transfer to EMR	**11,232**	**5,685**				
Movement to/(from) Gen Reserve	**107,256**	**65,407**				

ENCLOSURE NO. 9

10/06/2020

17:42

Burntwood Town Council 2019/20

Balance Sheet as at 31st March 2020

31st March 2019				31st March 2020	
		Current Assets			
0		Debtors	1,425		
2,739		Debtors	3,327		
5,711		VAT Refunds	16,805		
3,775		Prepayments	2,206		
127,405		Unity Trust Current A/c	140,985		
203,966		CCLA Public Sector Deposit Fun	203,966		
44		Petty Cash	38		
82,620		Barclays Deposit A/c	82,786		
426,262				**451,538**	
	426,262	**Total Assets**			**451,538**
		Current Liabilities			
634		Lloyds Multipay Card	73		
0		Creditors	5,594		
15,567		Creditors	0		
1,265		Accruals	255		
1,002		Receipts in Advance	782		
18,469				**6,703**	
	407,793	**Total Assets Less Current Liabilities**			**444,835**
		Represented By			
	97,819	General Fund			138,206
	77,412	EM Reserve - Capital			77,412
	20,706	EM Reserve - Elections			27,706
	39,002	EM Reserve - Town Strategy			54,002
	50,000	EM Reserve - Community Projs			47,000
	13,000	EM Reserve - Neighbourhd Plan			12,750
	76,390	EM Reserve - Old Mining Colleg			46,390
	1,232	EM Reserve - Defibrillators			1,232
	800	EM Reserve - Civic Expenses			0
	500	EM Reserve - SCAMP maintenance			500
	14,700	EM Reserve - Events			16,700
	11,232	EM Reserve - CIL money			14,917
	4,000	EM Reserve - Bus shelters			6,300
	1,000	EM Reserve - S Sutton Bursary			1,000
	0	EM Reserve - Grant Aid			719
	407,793				**444,835**

Burntwood Town Council 2019/20

Balance Sheet as at 31st March 2020

31st March 2019	31st March 2020

The above statement represents fairly the financial position of the authority as at 31st March 2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman ______________________ Date : ____________

Signed :
Responsible
Financial ______________________ Date :____________

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BURNTWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed			
	Yes	No*	'Yes' means that this authority:	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			*considered and documented the financial and other risks it faces and dealt with them properly.*	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*	
7. We took appropriate action on all matters raised in reports from internal and external audit.			*responded to matters brought to its attention by internal and external audit.*	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.burntwood-tc.gov.uk

ENCLOSURE NO. 11

Section 2 – Accounting Statements 2019/20 for

BURNTWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	330,514	407,793	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	313,645	318,690	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	128,748	108,715	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	143,802	153,700	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	221,311	236,663	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	407,793	444,835	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	413,402	427,703	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	299,991	285,609	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Alison James.

Date 16/06/20

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

ENCLOSURE NO. 12