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Our Ref: GH/JM

22 July 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 **Wednesday 29 July 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 [Meeting ID: 896 9514 7716; Password: 776259]. If you have any queries, please contact the Town Clerk [graham.hunt@burntwood-tc.gov.uk].

Yours sincerely

Graham Hunt
Town Clerk

UPDATE BY COUNTY HIGHWAYS

To receive an update from Mr Tim Heminsley, Strategic Community Infrastructure Manager, Lichfield and Tamworth, Staffordshire County Council on road safety in Burntwood.

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 25 June 2020 [Minute Nos. 11-23] **[ENCLOSURE NO. 1]**.

4. CHAIRMAN'S REPORT

For information purposes only. No decision is required by the Council.

5. PLANNING AND DEVELOPMENT COMMITTEE MINUTES

Chairman of the Planning and Development Committee to move that the proceedings of the meeting held on 15 July 2020 [Minute Nos 1-6] be received and where necessary approved and adopted **[ENCLOSURE NO. 2]**.

6. ANNUAL MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2019-20

For information purposes only. No decision is required by the Council **[ENCLOSURE NO. 3 AND APPENDIX 1]**

7. ANNUAL TREE INSPECTION FOR COULTER LANE BURIAL GROUND

Members are requested to consider approval of the adoption of a 3-year cycle of formal tree surveys, with annual visual inspections in the intervening years, for all sites under its management **[ENCLOSURE NO. 4]**.

8. NEW BROADBAND AND TELEPHONE CONTRACT

Members are requested to consider the appointment of the Focus Group to provide the Town Council's broadband and telephone services **[ENCLOSURE NO. 5 AND APPENDIX 1]**.

9. CORONAVIRUS CONTINGENCY PLAN UPDATE

For information purposes only. No decision is required by the Council **[ENCLOSURE NO. 6]**.

10. GENERAL POWER OF COMPETENCE

Members are requested to consider resolving that from 29 July 2020, until the next relevant Annual Meeting of the Council [that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils [General Power of Competence] [Prescribed Conditions] Order 2012], adopting the General Power of Competence **[ENCLOSURE NO. 7]**.

11. BETTER BURNTWOOD FUND

For information purposes only. No decision is required by the Council [ENCLOSURE NO. 8, APPENDIX 1, APPENDIX 2, APPENDIX 3 AND APPENDIX 4]

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.
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**MINUTES OF A VIRTUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD ON THURSDAY 25 JUNE 2020 COMMENCING AT 6.02 PM**

PRESENT

Councillor Evans [in the Chair]

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

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

Four members of the public

PUBLIC FORUM

No questions were raised by members of the public.

Councillor Evans, as Chairman, welcomed everyone to the meeting and reminded Members that if they have to leave the meeting for whatever reason, they should let the Town Clerk know and also if/when they return. Councillor Evans informed Members that the Church Street Car Park was now open from 9am until 5pm seven days a week giving better access to Chasewater. Councillor Evans stated that Burntwood Town Council would be marking Armed Forces Day this Saturday, 27th June 2020, with a socially distanced tribute at Burntwood Library. Councillors who are able to attend will be marking the day at 11am. Councillor Evans referred Members to Agenda Item 8 [Council Meetings] and in particular the extra virtual meeting proposed on 20 August 2020.

11. APOLOGIES FOR ABSENCE

Councillors Banevicius, Bishop, Brown, Kirkham and Taylor [Dispensation]

12. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

13. MINUTES

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

Councillor R Place made reference to Minute No. 2 [Election of Vice-Chairman of the Town Council] and stated that he had in fact asked that in future, a nomination could be considered from a Councillor from the Opposition Group.

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 13 May 2020 [Minute Nos. 1-10] be received and where necessary approved and adopted.

14. ANNUAL TREE INSPECTION AT COULTER LANE BURIAL GROUND

Councillor Evans thanked the Town Clerk for undertaking the inspection of the trees at Coulter Lane. The Town Clerk stated that under current policy a full tree survey is undertaken by a qualified Arborist every five years and that the inspection undertaken recently by himself was the annual visual inspection. However, another visual inspection was carried out recently by the Town Clerk following the storms to check for evidence of damaged/fallen branches. The Town Clerk suggested that a full tree survey undertaken by a qualified Arborist should be undertaken every three years due to the high risk nature of the site [trees situated on the boundary, age of trees etc] and that this would be an item for consideration on the July 2020 Town Council Agenda. Councillor Woodward explained that there was no additional expenditure for the annual visual inspection as the Town Clerk previously worked for the Forest of Mercia. Councillor R Place stated that the Town Council needed to know the costs involved before agreeing to a three year full tree survey and Councillor D Ennis stated that a report was needed detailing exactly what was entailed. Councillor Birch pointed out the impact on lives, financial damage and reputation of the Council [under the provisions of Section 3 of the Health and Safety at Work Act 1974 [revised 2015] if the Council did not manage the risks of trees in its ownership properly.

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

RESOLVED That the annual tree inspection report be received and noted.

15. DOCUMENT RETENTION AND DISPOSAL POLICY

The Town Clerk informed Members that an update was needed due to change to legislation [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]. The Town Clerk confirmed that he was currently working through the paper archive.

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

RESOLVED That the updated Document Retention and Disposal Policy be received and where necessary approved and adopted.

16. RENEWAL OF SERVICE SUBSCRIPTION FOR EMPLOYMENT LAW ADVICE

Councillor D Ennis felt that over the last twelve months Keelys Solicitors had provided an excellent service and were good value for money. Councillor Ho made reference to due diligence and asked if other quotations had been requested [how could we say if they were good value for money if no other quotations were received]. The Town Clerk confirmed that Keelys Solicitors give employment issue advice and provide drafted letters etc however additional costs were involved when dealing with tribunals.

Councillor Woodward stated that Keelys Solicitors had been very responsive over the last twelve months and Councillor Norman stated that he felt [as part of the Tribunal Panel] that Keelys advice had been essential.

Councillor R Place asked how much the cost of the employment advice was last year and the Town Clerk made reference to 5.1 of the report [Conclusion] and stated that the cost of renewal had been held at last year price. Councillor R Place made reference to the Financial Regulations and in particular the contracts worth up to £1,000 [one price quote] which he felt had been increased from £500 recently.

The Town Clerk explained that the Financial Regulations had always been contracts worth up to £1,000 [one price quote], contracts worth between £1,001 and £10,000 [three written quotations], contracts over £10,001 [formal tendering process] etc. The Town Clerk made reference to the Disposal of Assets Procedure [Policy and Resources Committee - 19 November 2019] where the procedure was approved and adopted subject to the following amendment:

If the value of the asset is above £500 the approval of the Policy and Resources Committee is needed. If the value of the asset is below £500 the approval of the Finance Officer is needed.

Councillor Norman stated that the “cheapest” quote was not always the best quote and the Town Clerk referred to the current operational restrictions imposed by the Covid-19 lockdown which makes it very difficult to identify and assess other potential companies that can supply the advice to the level that is required. Councillor Ho stated that you do not have to meet a solicitor to get a quotation [they are classed as key workers]. Councillor Willis-Croft suggested that next year the Town Council should look at other companies to obtain more quotations. Councillor Tapper felt that the Town Council were not in a position to say that we had obtained the best quote.

Councillor Woodward stated that this was a valued service and that both Staffordshire County Council and Lichfield District Council would not spend time and effort on this matter.

It was proposed by Councillor D Ennis, seconded by Councillor L Ennis and following 10 in favour, 3 against and 3 not voting it was

RESOLVED That the Financial Regulations be waived in respect of Section 11.1[d] and the service subscription with Keelys Solicitors be renewed for a further twelve months.

17. REPLACEMENT BUS SHELTER

Councillor Ho stated that he would favour a like for like replacement as he felt that the wooden shelter would involve more maintenance and provided no seating.

The Town Clerk explained that a gentleman had visited the reception office at Lichfield District Council and stated that the police had requested that he remove the bus shelter as it was causing an obstruction. However, the CCTV evidence held by Aldi was not very helpful on this occasion and the Police have no report of the incident.

Councillor Tapper felt that there would be no real benefit in having a wooden bus shelter with no seating and Councillor Loughbrough Rudd stated that he would prefer a bus shelter with seating as the bus shelter was situated on a main bus route and suggested asking the public to see which one they would prefer.

Councillor D Ennis confirmed that this bus shelter had been knocked down twice and suggested that as the bus shelter was situated very close to the road that it could be turned around [legs by the fence].

Councillor Birch reminded Members that the Town Council had pledged sustainability in our decision making and asked if this was a safe location.

Councillor R Place stated that he would be happy with the bus shelter if it was situated further back [away from the road]. Councillor Willis-Croft felt the vehicle insurance should be liable to pay for the replacement bus shelter however, the Town Clerk confirmed that there was no evidence and that the insurance claim had been approved by Zurich.

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

RESOLVED That the bus shelter be replaced however that the design [safety of passengers] be delegated to the Leader, Opposition Leader and Ward Councillors.

18. COUNCIL MEETINGS

Councillor R Place stated that the Town Council does not normally meet in August and asked if a meeting in August was needed.

Councillor Birch made reference to a hybrid meeting where Councillors and members of the public could join the meeting by for example dialling in externally. Councillor Woodward stated that a hybrid meeting may be a way forward. This could be held in the Ron Bradbury Room adhering to Covid-19 guidance on social distancing as some people are unable to take part in the virtual meetings because they are unable to access the internet from home.

Councillor Loughbrough Rudd made reference to the Christmas Events and asked if any decisions had been made. Councillor Woodward referred to Minute No. 6 - 13 May 2020 refers [Community Events Update] and Councillor D Ennis as Chairman of the Community and Partnerships Committee stated that he was monitoring the Covid-19 guidance on mass gatherings [social distancing] very carefully.

Councillor R Place stated that the Town Council normally meet every two months however Councillor Woodward explained that in between those meetings Committee meetings take place.

Councillor D Ennis felt that there was pros and cons in having an August meeting however with regard to the current restrictions he felt that it was worth trying a meeting in August.

Councillor Woodward explained that she had been approached by Councillor Norman, Chairman of the Overview and Scrutiny Committee to ask if Overview and Scrutiny Committee meetings could be included in the Calendar of Meetings. Councillor Woodward explained that scrutiny was not to make things difficult but was to improve the way we do things [make better decisions] and that the Town Council had some big decisions to make in the future [i.e. whether or not to take on the public conveniences].

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

RESOLVED That the current restrictions to the meetings calendar for 2020/21 to monthly virtual Council Meetings for the next three months [29 July, 20 August and 24 September] be

approved and that Overview and Scrutiny Committee meetings be included in the meetings calendar.

19. ANNUAL INTERNAL AUDIT REPORT 2019-20

Following a unanimous show of hands, it was

RESOLVED That the Internal Audit report from the AGAR for the year ended 31 March 2020 be received and noted.

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

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

Following a unanimous show of hands, it was

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2020 be approved.

20.2 Balance Sheet as at 31 March 2020

Following a unanimous show of hands, it was

RESOLVED That the Balance Sheet for the year ended 31 March 2020 be approved and that the Chairman and the Responsible Financial Officer be authorised to sign the document.

20.3 Annual Return: Section 1 - Annual Governance Statement for the Year Ended 31 March 2020

Following a unanimous show of hands, it was

RESOLVED

That the following be agreed in order to comply with legislative requirements:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
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 on its finances.
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.

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.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from 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 smaller authority and, where appropriate have included them in the accounting statements.

20.4 Annual Return: Section 2 - Accounting Statements for the Year Ended 31 March 2020

Following a unanimous show of hands, it was

RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2020 be approved and that the Chairman be authorised to sign the document.

Councillor Woodward explained to Members that the Town Council had to set their budget before the impact of the Covid-19 was known and thanked the Finance Officer for the work undertaken.

21. EXCLUSION OF THE PRESS AND PUBLIC

Councillor Evans moved that although there were no longer members of the public present the Council still needed to approve 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.

22. CORONAVIRUS CONTINGENCY PLAN UPDATE

Councillor Woodward gave background information regarding Church Street Car Park and in response to a request for help from Staffordshire County Council the Town Council had taken on the responsibility of opening and closing the car park. The car park is now open 7 days a week from 9am to 5pm to provide additional car parking for visitors to Chasewater and provide health and well-being to residents in Burntwood by providing better access to Chasewater.

Members raised concerns from residents concerning the opening of the car park in particular anti-social behaviour, drug taking, litter however the Town Clerk confirmed that a visual inspection was carried out upon opening and closing of the car park and behaviour would be monitored.

Councillor D Ennis stated that the opening and closing of the car park was on a trial basis until September and that promotion of the car park was key.

RESOLVED That the report be received and noted.

[Councillor Tapper left the meeting at 7.11 pm]

23. PERSONAL INJURY CLAIM

RESOLVED That the report be received and noted.

[The Meeting closed at 7.14 pm]

Signed

Date

**MINUTES OF A VIRTUAL MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD ON WEDNESDAY 15 JULY 2020 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Banevicius [substitute], D Ennis, Gittings, Flanagan, Loughbrough Rudd, R Place and Willis-Croft

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Town Clerk

Councillor Ho

PUBLIC FORUM

There were no members of the public present.

1. APOLOGIES FOR ABSENCE

Councillors Brown, Bullock and Taylor [dispensation].

2. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

All Members present declared an interest in planning application 20/00806/PNC - Unit 10, Burntwood Town Shopping Centre, Cannock Road, Chase Terrace as the applicant is a Town and District Councillor.

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

3. MINUTES

Following a unanimous show of hands, it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 13 February 2020 [Minute Nos. 57-65] be approved as a correct record.

4. INFORMATION FROM THE MINUTES

There was no information raised from the minutes.

5. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------------------|--|--|
| (a) | 20/00656/FUH | Boney Hay and Central | Dr L Hallifax
Dragons Rest
210 Chorley Road
Burntwood | Single storey extension to form sun room and erection of detached garage with solar panels on roof |
|-----|--------------|-----------------------|--|--|

No objection however the Local Planning Authority to ensure that the proposed development meets and complies with Green Belt criteria.

- | | | | | |
|-----|--------------|-----------|--|--|
| (b) | 20/00355/CLE | Chasetown | Mr D Mellors
142 High Street
Chasetown | Certificate of Lawfulness [Existing]: Continued use of building as a 15 bed HMO [House of Multiple Occupation] |
|-----|--------------|-----------|--|--|

No objection.

- | | | | | |
|-----|--------------|---------------|--|--|
| (c) | 20/00787/FUH | Chase Terrace | Mr T Wright
50 Princess Street
Burntwood | Single storey rear extension to form kitchen |
|-----|--------------|---------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------|---|--|
| (d) | 20/00781/FUH | Chasetown | Mr D Pitt
192 High Street
Chasetown | First floor front extension to form dressing room and en-suite |
|-----|--------------|-----------|---|--|

No objection.

- | | | | | |
|-----|--------------|---------------|---|--|
| (e) | 20/00806/PNC | Chase Terrace | Mr Ho
Unit 10
Burntwood Town Shopping Centre
Cannock Road
Chase Terrace | Prior Notification: Change of use from retail unit [A1] to restaurant/café unit [A3] |
|-----|--------------|---------------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------------------|--|------------------------------------|
| (f) | 20/00851/FUH | Boney Hay and Central | Mr Malpass
57 Bells Lane
Burntwood | Erection of single detached garage |
|-----|--------------|-----------------------|--|------------------------------------|

No objection however the Local Planning Authority must be satisfied that the proposed development would not be detrimental to the streetscene and the Town Council asks that the hedge be retained in future.

6. PLANNING ISSUES UPDATE

Councillor Flanagan, as Chairman of the Planning Advisory Group, stated that the Group had previously agreed to identify schemes that could be supported by the Community Infrastructure Levy [CIL]. Councillor Flanagan referred to the Burntwood wide assessment of outstanding highways defects undertaken by Town Councillors and stated that during the Covid-19 emergency, Staffordshire County Council, as Highway Authority, had managed to deal with many of the outstanding defects. Councillor Flanagan explained that the establishment of the Group would be a priority now that the current Covid-19 emergency restrictions were being slowly lifted and that an agenda item would include CIL monies available now [£22,402.29] and what could be coming the Town Council's way in the future.

Councillor Birch stated that the Group needed to identify/bring forward community groups and referred to the Burntwood Neighbourhood Plan proceeding to referendum [Lichfield District Council will move forward with the referendum as soon as they can following the lifting of government restrictions on elections/referendums] and if the Plan is adopted then the CIL contributions payable to the Town Council will be higher than that currently received. The Group will need to identify infrastructure projects to take forward but must be mindful on what the money can be spent on [restrictions] and what other public bodies are responsible for [Staffordshire County Council and Lichfield District Council will have significant issues affecting their funding following Covid-19].

The Town Clerk referred Members to the 123 Regulation List and pointed out that highway defects will not be eligible. The Town Clerk explained that there was two parts to CIL, a small part [controlled by the Town Council] which could be used for community projects for example new signage for public rights of way and the second part held and controlled by Lichfield District Council which the Town Council could bid for [but has no control over].

Councillor Birch confirmed that he sits on the CIL Committee at Lichfield District Council.

Councillor Birch stated that a member of the public had approached him regarding changing public seating in parks and shopping precincts to social distancing benches.

The Town Clerk reminded Members that the Group would be trying to encourage representatives from established groups [partnership working] and not from individuals. Councillor R Place made reference to the Burntwood Action Group applying to be a representative on the Group and Councillor Birch confirmed that each application form would be judged on its merits [evidence put forward] and that all groups should be encouraged to apply for example school councils [young voice]. Councillor Banevicius made reference to Spark [a diverse group]. The Town Clerk confirmed that the Group needed members from the business community, environment and young people etc.

Councillor Birch asked if there was a timescale to contact the organisations and Councillor Flanagan said that an advert would need to be placed on the Town Council's website [social media] and that it was up to all Town Councillors to speak to local groups and encourage applications. The Town Clerk confirmed that the advert would be placed on social media etc by early next week.

[The Meeting closed at 6.29 pm]

Signed

Date

Burntwood Town Council

29th July 2020

Annual Members Meeting Attendance for the Municipal Year 2019-20

1.0 Purpose of Report

- 1.1 The purpose of this report is to record the attendance of the Members of the Council during the last municipal year.

2.0 Background

- 2.1 Appendix 1 shows the attendance of Members at the Council Meeting and supporting Committees. From February 2020 onwards a number of apologies were due to Covid-19 related issues.
- 2.2 Also in response to the Covid-19 crisis all Committee meetings were cancelled from April 2020 onwards.

3.0 Legal Requirements

3.1 Under the provisions of the Local Government Act 1972 Section 85 (1) requires a member of a Local Authority to attend at least one meeting of that Authority within a six month consecutive period, in order to avoid being disqualified as a Councillor unless a dispensation has been granted by the Authority.

3.2 It is not a legal requirement for the Council to publish its Members attendance.

4.0 Conclusion

4.1 All current Members of the Council complied within the statutory requirements in respect of their attendance at meetings.

5.0 Recommendation

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

Contact Officer

Jayne Minor

jayne.minor@burntwood-tc.gov.uk

01543 677166

BURNTWOOD TOWN COUNCIL 2019/20

TOWN COUNCIL Member Attendance																			
COUNCILLOR	15/05/2019	25/07/2019	26/09/2019	28/11/2019	08/01/2020	12/03/2020	15/04/2020	13/05/2020											
Bacon, Brian	✓	✓																	
Bacon, Norma	✓	✓																	
Banevicius, Sharon	✓	✓	✓	✓	✓	Ap	Ap	Ap											
Birch, Robert	✓	✓	✓	✓	✓	✓	✓	✓											
Bishop, Beverley	✓	✓	✓		Ab	Ap	✓	✓											
Brown, Bernard	✓	✓	✓	✓	✓		Ap	Ap											
Bullock, Andrew				✓	✓	✓	✓	✓											
Denton, Jamie	Ap	Ap																	
Ennis, Darren	✓	✓	✓	Ap	✓	✓	✓	✓											
Ennis, Laura	✓	✓	✓	✓	✓	✓	✓	✓											
Evans, Diane	✓	✓	✓	✓	Ap	✓	✓	✓											
Flanagan, Paul	✓	✓	Ap	✓	Ap	✓	✓	✓											
Gittings, Carolyn	✓	✓	✓	✓	✓	✓	✓	Ap											
Greensill, Nicola	✓	✓	✓	✓	✓	Ap	✓	Ap											
Ho, Wai-Lee				✓	✓	✓	✓	Ap											
Kirkham, Elaine	✓	✓	✓	✓	✓	Ap	✓	✓											
Loughbrough Rudd, Thomas	✓	✓	✓	✓	✓	✓	✓	✓											
Place, Marisha				✓	✓	✓	✓	✓											
Place, Robin	✓	✓	Ap	✓	✓	✓	✓	✓											
Norman, Steven	✓	✓	✓	✓	✓	✓	✓	✓											
Taylor, Steve	✓	Ap	Ap	Ap	Aa	Aa	Aa	Aa											
Tapper, Samuel	✓	✓	✓	✓	✓	✓	✓	✓											
Westwood, Bradley	✓	✓	✓	Ap	✓	✓	✓	✓											
Willis-Croft, Keith	✓	✓	✓	✓	✓	✓	✓	✓											
Woodward, Susan	✓	✓	✓	✓	✓	✓	✓	✓											

PLANNING ADVISORY GROUP Member Attendance																			
COUNCILLOR	10/02/2020																		
Evans, Diane	✓																		
Flanagan, Paul	✓																		
Greensill, Nicola	✓																		
Norman, Steven	✓																		
Place, Robin	Ap																		
Westwood, Bradley	✓																		

LEGEND: ✓ = Present; Ap = Apologies tendered, Ab = Absent, Aa = Authorised Absence

POLICY AND RESOURCES COMMITTEE
Member Attendance

COUNCILLOR	15/07/2019	09/09/2020	19/11/2019	16/01/2020														
Bacon, Norma	✓																	
Banevicius, Sharon	Ap	✓	✓	✓														
Birch, Robert	✓	✓	✓	✓														
Ennis, Darren	✓	✓	✓	✓														
Evans, Diane	✓	✓	✓	✓														
Flanagan, Paul	✓	✓	Ap	✓														
Place, Marisha				Ap														
Place, Robin	✓	Ap	✓	✓														
Westwood, Bradley	✓	✓	✓	✓														
Willis-Croft, Keith	✓	✓	✓	✓														
Woodward, Susan	✓	✓	✓	Ap														

PLANNING AND DEVELOPMENT COMMITTEE
Member Attendance

COUNCILLOR	27/06/2019	17/07/2019	15/08/2019	11/09/2019	10/10/2019	07/11/2019	12/12/2019	09/01/2020	13/02/2020	13/03/2020								
Birch, Robert	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								
Brown, Bernard	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								
Bullock, Andrew							✓	Ap	✓	Ap								
Denton, Jamie	✓	Ap	Ab	Ab														
Ennis, Darren	✓	Ap	✓	Ap	✓	✓	✓	✓	✓	✓								
Flanagan, Paul	✓	✓	✓	✓	✓	✓	Ap	Ap	✓	✓								
Gittings, Carolyn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								
Loughbrough Rudd, Thomas	✓	✓	Ap	✓	✓	✓	✓	✓	✓	✓								
Place, Robin	Ap	Ap	✓	Ap	✓	✓	Ap	✓	✓	✓								
Taylor, Steve	✓	Ap	✓	✓	✓	✓	Ap	Aa	Aa	Aa								
Willis-Croft, Keith	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								

LEGEND: ✓ = Present; Ap = Apologies tendered, Ab = Absent, Aa = Authorised Absence

COMMUNITY AND PARTNERSHIPS COMMITTEE																		
Member Attendance																		
COUNCILLOR	18/06/2019	18/07/2019	16/09/2019	14/10/2019	11/11/2019	02/12/2019	06/01/2020	16/03/2020										
Bacon, Norma	✓	✓																
Ennis, Darren	✓	✓	✓	✓	✓	✓	✓	✓										
Ennis, Laura	✓	✓	✓	✓	✓	✓	✓	✓										
Evans, Diane	✓	✓	✓	✓	✓	✓	Ap	Ap										
Gittings, Carolyn	✓	✓	✓	✓	✓	✓	✓	✓										
Kirkham, Elaine	✓	Ap	✓	✓	✓	Ap	Ap	Ap										
Loughbrough Rudd, Thomas	✓	✓	Ap	✓	✓	✓	Ap	Ap										
Place, Marisha						✓	✓	✓										
Westwood, Bradley	✓	✓	✓	✓	✓	✓	✓	✓										
Willis-Croft, Keith	✓	✓	✓	✓	✓	✓	✓	✓										
Woodward, Susan	✓	✓	✓	✓	✓	✓	✓	✓										

NEIGHBOURHOOD PLAN TASK AND FINISH GROUP																		
Member Attendance																		
COUNCILLOR	21/06/2019	22/01/2020																
Bacon, Norma	Ap																	
Banevicius, Sharon	Ap	Ap																
Birch, Robert	Ap																	
Evans, Diane	✓	✓																
Flanagan, Paul	✓	✓																
Loughbrough Rudd, Thomas	Ap	Ap																
Norman, Steven	✓	✓																
Westwood, Bradley		✓																
Willis-Croft, Keith		✓																

OVERVIEW AND SCRUTINY COMMITTEE																		
Member Attendance																		
COUNCILLOR	04/12/2019	06/02/2020																
Bacon, Brian																		
Bishop, Beverley	✓	✓																
Greensill, Nicola	✓	✓																
Ho, Wai-Lee	✓	Ap																
Norman, Steven	✓	✓																
Tapper, Samuel	✓	✓																

LEGEND: ✓ = Present; Ap = Apologies tendered, Ab = Absent, Aa = Authorised Absence

Burntwood Town Council

29th July 2020

Annual Tree Inspection for Coulter Lane Burial Ground

1.0 Purpose

1.1 To seek the approval of the Town Council to reduce the interval of the formal tree surveys commissioned by the Council from every 5 years to every 3 years.

2.0 Background

2.1 At the last Council meeting on 25th June 2020 the Council received a report on the condition of the trees at Coulter Lane Burial Ground. The Town Council is responsible for the management of the burial ground including the 30 or so mature trees.

2.2 Existing Council practice is to commission a formal tree survey every 5 years and undertake annual visual inspections in the intervening years. During the discussion The Town Clerk suggested that due to the concentration of so many mature trees, their close proximity to public footpaths and carriageways and changing weather patterns the Town Council should consider moving to a 3 year cycle of formal surveys.

2.3 Both Cannock Chase District Council and Staffordshire Council undertake formal surveys at 3 yearly intervals. Lichfield District Council carry out formal surveys every 3 or 5 years depending on the perceived level of risk. LDC also have a special 6 monthly follow inspection for the most high-risk trees.

3.0 Best Practice

3.1 One of the key documents that defines standards of tree management is 'Common sense risk management of trees' which was produced by Forestry Commission for the National Tree Safety Group. The Group was a partnership of professional bodies, tree owners and managers, and heritage and conservation groups. The document gives very clear and sensible advice about how to identify and manage risks relating to trees. At the heart of the Group's approach is the zoning of land to indicate the level of potential risk in relation to public access. In areas of high use, the need for an inspection regime is recognised. Key risk factors that will be considered to help determine the level of risk are the size and condition of the tree(s), location and what is with the falling distance of the tree(s).

3.2 In terms of zoning the document defines areas with a reasonable level of public access as zone 1 with zone 2 being areas of low use. In respect of the Coulter Lane Burial Ground the Town Council has treated it as a zone 1 site because of the frequent use of St Matthews Rd and the housing on the other side of St Matthews Road. Immediately on this boundary is a mature Oak and two mature Sycamore trees. All three trees are substantial, are generally weighted towards the road and two of them have sizable limbs overhanging the road. The boundary with Coulter Lane also has several mature trees overhanging the footpath. The site was surveyed in 2010, 2014 and 2018.

3.3 The National Tree Safety Group recognises different scenario's according to location. The scenario closest to the Coulter Lane Burial Ground is Scenario 4 Local Authority – Rural. The inspection regime for this scenario is designed to provide "...a defensible,

proactive tree management regime.....competent arboricultural staff survey high use areas every three years”.¹

4.0 Legal Context

4.1 “Under both the civil law and criminal law, an owner of land on which a tree stands has responsibilities for the health and safety of those on or near the land and has potential liabilities arising from the falling of a tree or branch. the civil law gives rise to duties and potential liabilities to pay damages in the event of a breach of those duties. the criminal law gives rise to the risk of prosecution in the event of an infringement of the criminal law”.² The Health and Safety Executive in its guidance note the ‘Management of the risk from falling trees’ is very clear that “for trees in a frequently visited zone, a system for periodic, proactive checks is appropriate”.³ So the management of trees falls within the remit of the Health and Safety at Work Act 1974.

4.2 The owners of trees do not have to guarantee that trees are safe but must be able to demonstrate that they have been proactive in their management of trees to reduce the risk of injury or damage. The inspection regime is an essential management tool.

5.0 Financial considerations

5.1 The cost of the last formal tree survey was £560. If the cost of the survey remains similar any increase in the frequency of the survey will cost in the region of £112 to £125 per year reduction

5.2 The trees at Coulter Lane Burial Ground are potentially one of the main t liabilities for the Town Council. The risks of a limb or a tree falling on someone are low, but the financial cost could be in the thousands.

6.0 Conclusion

6.1 The Town Council has already recognised the need to survey these trees on a regular basis. A combination of the trees age and changing weather patterns suggests that it would be prudent to reduce the survey period from 5 years to 3 years. The cost of increasing the frequency of the surveys would be minimal but any accident would be devastating for the person(s) involved, the reputational damage to the Council would be high and the financial penalties significant.

7.0 Recommendation

7.1 The Town Council is recommended to approve the adoption of a 3-year cycle of formal tree surveys, with annual visual inspections in the intervening years, for all sites under its management.

References

¹ Common sense risk management of trees by the National Tree Safety Group

² Common sense risk management of trees by the National Tree Safety Group

³ Management of the risk from falling trees by the Health and Safety Executive

Contact Officer

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Burntwood Town Council

Wednesday 29th July 2020

New Broadband and Telephone Contract

1.0 Purpose

1.1 To seek the approval of the Council to appoint the Focus Group to provide its broadband and telephone services

2.0 Background

2.1 BT provides the Council's broadband and telephone services. The current contract with BT finishes at the end of the month. The Town Council has three landlines for telephone, broadband and a dedicated fire alarm. The expenditure in the financial year 2019/20 was £3756 and the budget allocation for 2020/21 is £3800.

2.2 An exploratory meeting with BT was held prior Christmas to discuss renewal options. BT suggested that a Voice over Internet Protocol (VoIP) would be more cost effective than a conventional landline. By 2025 BT plan to phase out their analogue phone system. BT agreed to provide an initial costing for a VoIP System but never took up this opportunity.

2.3 VoIP is a means of delivering communication services like voice, fax, SMS and voice-messaging over the Internet, rather than via the public switched telephone network (PSTN),

3.0 Cost of a VoIP System

3.1 In accordance with the Council's Financial Regulations at least three written quotations have been requested from providers. They have been asked to quote for:

- Cloud telephony for 4 handsets
- Internet (Speeds up to 80:20)
- Porting of the Town Council's 01543 677166 number
- Supply of 4 new handsets
- PSTN (for alarm)

3.2 Five companies were invited to submit quotations. Four submitted quotes and these are set out in Appendix 1.

3.3 The Focus Group submitted the cheapest quotation at £1200. Over a three period Gradwell Communications is £18 cheaper than the Focus Group at £3582 assuming current costs remain the same. However, the Focus Group offer unlimited calls per month whilst Gradwell Communications provide for only 4000 minutes per month. On balance the Focus Group offer is the best deal for the Council.

3.4 The majority of online reviews of the Focus Group are predominantly good giving the company a satisfaction rating of 4.7 (out of 5). Gradwell has a customer satisfaction rating of 4.2 (both ratings taken from Trustpilot)

4.0 Legal Context

4.1 Under the provisions of the Town Council's Financial Regulations all contracts between £1000 and £10000 require three written quotations (regulation 11.1(h) applies). As 4 quotations were obtained this requirement has been met.

5.0 Financial Considerations

5.1 As indicated in paragraph 2.1 the allocation in this year's budget for broadband and telephone services is £3800. A proposed annual cost of £1200 is clearly within budget and represents a significant saving.

6.0 Conclusion

6.1 The appointment of the Focus Group to provide broadband and telephone services would be in accordance with the Council's Financial Regulations, reduce current expenditure and update its IT capability.

7.0 Recommendation

7.1 The Town Council is recommended to appoint the Focus Group to provide its broadband and telephone services as set out in the specification contained in Appendix 1.

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01543 677166

New Broadband and Telephone Contract

Appendix 1 Quotations

	Companies							
	Windsor Telecom		Gladwell Comms.		TechCare		Focus Group	
Specification	Monthly	Set Up	Monthly	Set Up	Monthly	Set Up	Monthly	Set Up
Cloud Telephony (4 handsets)	44	75	52		48	475	60	
Internet (speed 80:20)	30		26	95	Not costed		30	
Porting 01543 677166 number		15		20	Not costed		Included in cost	
4 Handsets		246		164		360		Included in cost
PSTN Line (Level 4)	25		11	99	Not costed		10	
First Year Cost	99	336	89	378	48	835	100	0
Combined first year cost	1,524		1,874		1,411		1,200	
Combined first year cost adjusted to take account of items not included in quote					1,891 Now includes £30 internet monthly charge and £10 alarm line rental			
Total three year cost	3,900		3,582		4,003		3,600	

Notes

¹Windsor Telecom, Gladwell Communications and TechCare all quoted for 4000 minutes per month per handset. The Focus Group quoted for unlimited minutes per month

² TechCare have not included a cost for porting our existing phone number because they set up the system.

³ All costs are subject to VAT

Burntwood Town Council Meeting

29th July 2020

Coronavirus Contingency Plan Update

1.0 Purpose of the Report

1.1 This report provides an update on the Contingency Plan

2.0 Background

2.1 In response to the restrictions that the Coronavirus pandemic has placed on the Town Council's activities a contingency plan has been produced. It contains mitigation measures in respect of council meetings, staff, management of the Old Mining Centre, Burntwood Cemetery and Church Street Car Park. The Plan is constantly being reviewed and amended.

3.0 Current Situation

3.1 The Plan has ensured that the Town Council has managed to function during these extraordinary times. The current situation is as follows:

- Council Meetings. The monthly virtual Council meetings are working well. These arrangements will be extended until September
- Staff. The Cemetery Gate Keeper has now been able to return to work. The Caretaker and Finance Officer will start phased returns to work later this month.
- The Old Mining College. The building is now open to the public. No more leases have been returned.
- Burntwood Cemetery. The Cemetery is now open 7 days a week between 9am and 5pm.
- Church Street Car Park. The car park is now open 7 days a week from 9am to 5pm to provide additional car parking for visitors to Chasewater. Although it was not open between 20th July to 24th July because of a lack of staff due to holidays.

4.0 Financial considerations

4.1 There are no new financial issues to report since the June update

5.0 Recommendation

5.1 This report is for information and does not require the Council to make a decision.

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Burntwood Town Council Meeting

29th July 2020

General Power of Competence

1.0 Purpose of the Report

1.1 to enable the Town Council to resolve to adopt the general Powers of Competence

2.0 Legal Context

2.1 Parish and town councils are corporate bodies with powers accumulated through legislation since 1894. These powers were constrained to specific and appropriate legislation until 2008 when they could, if eligible, exercise the Power of Well-being 2008 Order made under S.1(2) of Local Government Act 2000 for the benefit of their community.

2.2 The Localism Act 2011, Chapter 1 of Part 1, Sections 1-8 provided local authorities with a general power of competence, a radical new power with wide ranging possibilities. The broader general power of competence replaces the power of well-being.

2.3 The general power of competence was brought into force by SI 961, The Localism Act 2011 (Consequential Amendments) Order 2012 on 28 March 2012.

3.0 What does the power allow councils to do?

3.1 The General Power of Competence, Localism Act 2011 S.1(1) gives local authorities, including eligible local councils like Burntwood Town Council, “*the power to do anything that individuals generally may do*” as long as they do not break other laws. It is intended to be a power of first, not last, resort. The council has to ask itself if an individual is allowed to do it, if the answer is yes then a council is normally permitted to act in the same way. For example, a council could:

- Lend or invest money
- Establish a company or co-operative society to trade and engage in commercial activity
- Run a community shop or post office
- Establish a company to provide services such as local transport
- Provide grants to individuals

3.2 The power is not restricted to use within the parish it can be used anywhere.

4.0 Risks and restrictions limiting the general power of competence

4.1 The general power of competence is a power; it cannot be used to raise the precept. The council can seek other sources of funding such as Community Infrastructure Levy (CIL), sponsorship, commercial activity and agreements with other authorities. It can receive income by using the power, lend money to support a local

activity and earn interest on the loan and purchase shares in a struggling local enterprise.

4.2 However, to use this power the Council must have the support of the local community. There is the risk of:

- Being challenged
- Their trading activities damaging other competing local enterprises
- Damage to the Council's reputation and public money if a project goes wrong

4.3 Existing duties remain in place, such as having regard to the likely effect on crime and disorder, biodiversity and the duty to provide allotments. Existing financial and procedural duties must also remain in place for regulating governance.

4.4 The Council must also continue to comply with relevant existing legislation relating to employment, health and safety, equal opportunities and duties related to data protection and freedom of information.

4.5 If the Council wishes to trade it must set up a company or co-operative society and abide by company law. It can charge for services provided under the power. The Council can also invest in a local business to support the local economy. If it wishes to support a community enterprise an economic development grant is an option.

4.6 If another authority has a statutory duty to provide a service (e.g. education) it remains their duty to provide it but the Council may assist. An appropriate delivery body may need to be set up.

4.7 If the action the Council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power remain in place. So, if existing legislation requires the Council to ask permission before acting, then it must do so. For example, the Council must ask permission of the Highways Authority before doing work on roadside verges.

5.0 How does the general power of competence relate to S.137 expenditure?

5.1 Monies that can be spent under S.137, Local Government Act 1972 are limited and have to be budgeted for separately, they are restricted in that they cannot be used to give money to individuals and expenditure must be commensurate with the benefit. S.137 is a power of last resort. A council that is eligible to use the general power of competence can no longer use S.137 as a power for taking action for the benefit of the area or its community except S.137(3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

5.2 The general power of competence is a very broad ranging power, far wider than any power that has previously been available to town and parish councils, wider than S.137 and the power of well-being.

5.0 How to become eligible to use the power of general competence

5.1 The conditions for eligibility are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. They are:

i) Resolution

The council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting of the Council, but a further resolution must be passed at every subsequent “relevant annual meeting” for the council to be able to continue to exercise the power. A “relevant annual meeting” is the annual meeting that takes place in a year of ordinary elections, once every four years.

ii) Electoral Mandate

At the time the resolution is passed, at least two thirds of the members of the council must hold office by being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than co-opted or appointed. If two thirds is not a whole number then it must be rounded up. For example, if the total number of councillors is 8, then two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

iii) Qualified Clerk

At the time the resolution is passed the clerk must hold the certificate in Local Council Administration, the Certificate of Higher Education in Local Policy, the Certificate in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as separate exercise.

If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next ‘relevant’ annual meeting of the council (after the ordinary election). If it has already started an activity it can finish that but not start anything new.

5.2 There is no requirement for elected Members to be trained in the general power of competence.

5.3 Burntwood Town Council satisfies conditions ii) and iii) above as:

- Over thirds of the councillors are elected (19 out of 22)
- The Clerk of the Council has a Certificate in Local Council Administration

6.0 Financial Considerations

6.1 There are no immediate financial costs incurred by the Council by resolving to adopt the General Power of Competence. However as indicated in section 4 of the report the power does allow the Council greater financial freedom.

7.0 Recommendation

7.1 The Town Council is recommended to resolve that from 29th July 2020, until the next relevant Annual Meeting of the Council that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

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Burntwood Town Council Meeting

29th July 2020

Better Burntwood Fund

1.0 Purpose of the Report

1.1 To update the Council on the Better Burntwood Fund

2.0 Background

2.1 At its meeting on 2nd December 2019 the Community and Partnerships Committee resolved to consolidate its existing community grants to form the Better Burntwood Fund (see Appendix 1). It also approved four separate components to the Fund:

- A Small grant of £100 to £500
- A Large Grant of £500 to £3000
- A Hardship Grant
- An Education Bursary

2.2 The Committee also decided that the purpose of the Fund was to support grass roots community activity intended to help individuals and families at an early stage. A more detailed explanation of the purpose of the Fund is attached as Appendix 2. The new Fund was due to be launched in May, but this was not possible because of the Covid 19 Emergency.

3.0 Fund Launch

3.1 Now that many of the restrictions that were imposed during the emergency are being lifted there is an opportunity to launch the new Fund. It may provide timely support for organisations coping with the impact of the Covid 19 Emergency. It is essential for the well-being of the town that key community groups continue to provide support within the community.

3.2 The application forms for the Small and Large Grants are provided in Appendices 3 and 4, respectively. The Hardship Grant will continue to be distributed through Burntwood Lions.

3.3 With regard to the Education Bursary the Community and Partnerships Committee directed that the young people, through the two secondary schools in the town, were consulted about the how they would like the funding to be used. That consultation will not be able to take place until the schools return in September. So, the launch of the bursary will be delayed.

4.0 Legal Context

4.1 Once the Town Council has adopted 'General Powers of Competency' it can distribute grants through the Better Burntwood Fund. In previous years, the Council was reliant on the use of Section 137 of the Local Government Act 1972.

5.0 Financial Considerations.

5.1 An allocation of £27000 has been made in the budget for the current financial year (2020/21)

6.0 Recommendation

6.1 This report is for information purposes and does not require a decision from the Council.

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Burntwood Town Council

Community and Partnerships Committee

2nd December 2019

Review of Community Grants

1.0 Purpose

- 1.1 The purpose of this report is to provide a review of the existing Community grants provided by the Town Council and seek the agreement of the Committee to a consolidated scheme

2.0 Background

- 2.1 Currently the Town Council provides three separate community based grants schemes:

- General Grant Aid Scheme £15,000
- Hardship Fund £10,000
- Stephen Sutton Bursary £2,000

- 2.2 The General Grant Aid Scheme has been in operation for a number of years. The scheme is normally over-subscribed. This year the Town Council received 31 applications totalling £24,947 with over 60% of the applicants having received funding from the Council for the two previous years. The scheme is not intended to be a source of year on year funding.

- 2.3 The applications are variable both in respect of value and scope. For example, the smallest application by value was £100 to buy a Christmas tree and the largest was for £5,000 to support the running of a choir.

- 2.4 The information required to support each application is the same irrespective of the complexity or cost of the proposal. Also until this year the Town Council did not indicate any priority action so its funding was not targeted. However, this year the Council did, in its decision making, prioritise applications that added to community capacity and were from applicants who had not recently received funding from the Council.

- 2.5 This is the second year that the Town Council had made available a hardship fund. This is designed to help families who are currently facing financial challenges buy essential household items such as fridges, cookers and carpets. The fund is not widely publicised and is being delivered on behalf of the Council by Burntwood Lions. They have been delivering a similar scheme for a number of years to good effect.

2.6 The Stephen Sutton Bursary was introduced in 2015 as a lasting tribute to Stephen's life. The Bursary provides grants of up to £1,000 to enable talented local young people to further develop their skills in art, sport or academia. The bursary has not attracted the level of interest that the Council had hoped.

3.0 Key Issues

3.1 The Town Council has been offering grants to support community activity for a number of years. Whilst the principle of supporting community activity remains valid the grant schemes need to be modernised and made more targeted. Particular issues are:

- The application forms do not distinguish between small and large schemes.
- The General Grant Aid Scheme is not targeted and is seen by many local groups as a source of year on year funding.
- The Stephen Sutton Bursary has a very low application rate.
- Better promotion is needed to increase community awareness.

4.0 Proposed Improvements

4.1 To maximise the benefits of the funding and ease of use available, it is suggested that the three grants are consolidated. This will allow the Council, whilst maintaining the aims of the individual grants, to have greater freedom to respond to need and community responses.

4.2 With regard to the general grant aid element of the proposed consolidated fund it is proposed to divide the funding into two pots. The first pot will be used for small community projects (range £100 to £500) and not to require match funding. A simplified application form will be used with an application deadline of 30th September. This will enable the Council to consider all applications at the same time. It is suggested that £5,000 be initially allocated for community projects.

4.3 It is proposed that the second pot will be earmarked to support the initiation or safeguarding of community provided services. A key component of the Better Burntwood Concept is to help the community become more self-reliant. The funding would enable the Council to be pro-active and identify services or projects that is feels are essential to community life. For example this year the Town Council contributed to the cost of re-locating the Community Car Scheme to Burntwood and got the scheme to prioritise Boney Hay. Applications for funding will be by invitation from the Council so there is no need for an application deadline. It is suggested that the initial allocation to this pot will be £10,000.

4.4 It is proposed to leave the 'hardship fund' element of the consolidated scheme in its current form. This is the first year that the fund had been delivered by Burntwood Lions and the effectiveness of this arrangement needs to be monitored and evaluated. It is also proposed to keep the current allocation of £10,000.

4.5 In term of the Stephen Sutton Bursary it is also proposed to keep to the current allocation of £2,000. However it is recognised that the Town Council needs to address the current low numbers of applications. So it is also proposed to consult with the respective school

councils of Chase Terrace Technology College and the Erasmus Darwin Academy as to how best the bursary can be used to support young people.

5.0 Finance

5.1 This report poses no new financial commitments for the Town Council. The proposals within the report are all based within the existing agreed expenditure

6.0 Conclusion

6.1 The current grant aid arrangements needed to be refreshed. The consolidated grant, whilst allowing the aims of the existing grants to be retained, will provide the Town Council with greater flexibility to respond to new challenges and opportunities as they emerge. Making a distinction between small local community projects and essential community services will help the Town Council to support and retain capacity. Finally the limited interest in the Stephen Sutton Bursary needs to be addressed. Seeking the views of young people will be a good starting point for re-vamping the scheme.

7.0 Recommendation

7.1 The community and Partnership Committee is recommended to approve

I) the consolidation of the General Grant Scheme, The hardship Fund and the Stephen Sutton Bursary into Better Burntwood Fund

II) the current rates of Funding for each component of the Better Burntwood Fund

a) Pot 1 Community Project	£5,000
b) Pot 2 Essential Community Services	£10,000
c) Hardship Fund	£10,000
d) Stephen Sutton Bursary	£2,000

III) the consultation with the Chase Terrace Technology College and Erasmus Darwin Academy School councils regarding the future of the Stephen Sutton Bursary

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Burntwood Town Council

Community Grants Scheme 2020-21

Burntwood Town Council is committed to supporting local organisations that provide services to local living within Parish of Burntwood

The Town Council has provided direct funding to the local community through a general grant scheme since 2001. In 2016 it introduced an educational bursary and more recently a targeted scheme delivered through Burntwood Lions to help households requiring basic home equipment. Following a review of the effectiveness of these grant the Town Council has decided to focus the funding it has available in a single community grant. The new grant whilst still supporting the previous educational and welfare aims will be focused on its ambition to create a 'Better Burntwood'.

The Better Burntwood concept encompasses a range of improvements and new actions that the Town Council wishes to introduce to respond to reductions in the amount of funding that is available for early community support. The Town Council recognises there is already a great deal of good work that people are doing to help themselves. The aim of the Better Burntwood initiative is to therefore to provide support to these local grass roots activities. In the current particular importance is attached to actions that address any problems caused by the Covid 19 Emergency.

The Town Council will use the new Community Grant Scheme to build capacity and resilience in the community over the coming years. The Community Grant Scheme will provide support in a number of ways;

- Funding of up to £500 for local groups wishing to provide activities and support for their community
- Funding of up to £5000 for third sector organisations that provide services to the local community at the early help stage
- Funding to address emergency household needs
- Educational bursaries

The scheme will be open to applications from 1st September 2020 and will run throughout the year until the funding is allocated. Applications for a Stephen Sutton Bursary need to be submitted by 31st November 2020.

Please refer to the current Guidance Note and Conditions of Funding for details of how to apply or if you wish to speak to someone before making your application please contact Burntwood Town Council at:

The Old Mining College
Queen Street
Chasetown
Burntwood WS7 4QH
Telephone: 01543 677166
Email: info@burntwood-tc.gov.uk
Website: www.burntwood-tc.gov.uk

Burntwood Town Council

Application for Grant [funding of up to £500]

Name of Organisation : _____

Address : _____

Email : _____

Phone Number : _____

Objectives of organisation : _____

Relevance to area : _____

Amount requested : _____

For what purpose : _____

Other public/Council aid within the last 12 months : _____

Please provide any other relevant additional information on a separate sheet.

Rules for consideration:

- Any amount given will be proportionate to the public benefit and must be relevant to the area.
- A recent balance sheet or reasonable explanation of the organisation's finances must be provided.
- By signing and submitting, it is accepted that all the above facts are correct and the funds will only be used for the stated purpose.

Signed : _____

Dated : _____

Please return to: Burntwood Town Council, The Old Mining College, Queen Street, Burntwood WS7 4QH



BURNTWOOD TOWN COUNCIL

BETTER BURNTWOOD APPLICATION FORM (for applications between £500 and £3000)

Please use **BLACK INK AND CAPITAL LETTERS** when completing this form.

1. **NAME AND ADDRESS OF ORGANISATION:**

2. **NAME, EMAIL AND TELEPHONE NUMBER OF CONTACT PERSON:**
(To whom all correspondence will be sent)

3. **BRIEF DESCRIPTION OF THE AIMS AND OBJECTIVES OF THE ORGANISATION INCLUDING REFERENCE TO WHO THE AIMS AND OBJECTIVES ARE DIRECTED AT:**
(Describe the role of your organisation and the work it does in the Burntwood parish area. You should include details about the people to whom the aims and objectives are directed at. Applications will be considered only from organisations whose work is of direct benefit to the residents of Burntwood Parish.)

-
4. **PURPOSE OF GRANT AND TOTAL COST OF PROJECT:**
(Please give details of the purpose for which the grant is required and continue your response on a separate sheet if necessary).

10. **DOES YOUR ORGANISATION HAVE:-**

A CONSTITUTION	YES	NO
A COMMITTEE	YES	NO
HONORARY OFFICERS	YES	NO
PAID OFFICERS	YES	NO
AUDITED ACCOUNTS	YES	NO

-
11. **IS ANY MEMBER OR OFFICER OF BURNTWOOD TOWN COUNCIL AN OFFICER OR MEMBER OF YOUR ORGANISATION OR RELATED TO AN OFFICER OR MEMBER?** *(If so, please give details)*

12. **PREVIOUS GRANTS/FUNDING:**

- (1) **HAVE YOU PREVIOUSLY RECEIVED A GRANT OR OTHER ASSISTANCE FROM BURNTWOOD TOWN COUNCIL?**

YES

NO

If YES, please give details:

YEAR

AMOUNT

- (2) HAVE YOU RECEIVED OR MADE APPLICATION FOR MONIES FROM ANY OTHER SOURCE FOR YOUR ORGANISATION IN THE PAST 12 MONTHS?

YES

NO

If YES, please give details:

SOURCE

DATE

AMOUNT

- (3) WHAT FUNDRAISING ACTIVITIES HAVE BEEN CARRIED OUT IN THE LAST 12 MONTHS AND WHAT FUTURE FUNDRAISING PROPOSALS DO YOU HAVE?

14. AMOUNT OF GRANT AID SOUGHT £ _____

15. PLEASE GIVE THE NAME OF THE CHEQUE PAYEE* (TO BE USED IF THE APPLICATION IS SUCCESSFUL)

PAYEE NAME: _____

DECLARATION:

I declare that the information given above is true to the best of my knowledge and belief.

Signed

Date

COMPLETED APPLICATION FORMS

1. Please return the completed application form no later than Monday 07 October 2019 to:
Burntwood Town Council, Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH

2. IMPORTANT NOTES:

- a) ALL APPLICATIONS MUST BE ACCOMPANIED BY A COPY OF THE ORGANISATION'S LATEST ACCOUNTS FOR THE LAST TWO YEARS (AUDITED WHERE POSSIBLE).
- b) COPIES OF THIS FORM AND ACCOMPANYING DOCUMENTS MAY BE INCLUDED IN THE AGENDA OF THE GRANT AID COMMITTEE AND BE DISCUSSED IN THE PRESENCE OF THE PRESS AND PUBLIC.
- c) ALL APPLICATIONS WILL BE CONSIDERED ON THEIR MERITS, BUT IT MUST BE FULLY UNDERSTOOD THAT THERE IS NO GUARANTEE OF A GRANT.
- d) UNSUCCESSFUL APPLICANTS ARE ADVISED TO CONTACT THE TOWN CLERK IF THEY WOULD LIKE INFORMATION ON ALTERNATIVE SOURCES OF FUNDING.
- e) ALL PERSONAL DATA WILL BE PROCESSED LAWFULLY IN ACCORDANCE WITH THE GENERAL DATA PROTECTION REGULATION.

***Please note that cheques will NOT be made payable to individuals - you should therefore provide the account name as shown on your organisation's Bank statement.**