



The Old Mining College Centre
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BURNTWOOD WS7 4QH

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Our Ref: GH/JM

15 December 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 **Monday 21 December 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: 84207348069; Passcode: 634603]. If you have any queries, please contact the Town Clerk [graham.hunt@burntwood-tc.gov.uk].

Yours sincerely

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 26 November 2020 [Minute Nos. 54-64] **[ENCLOSURE NO. 1].**

4. CHAIRMAN'S REPORT

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

5. APPROVAL OF PAYMENTS FROM 16 NOVEMBER TO 21 DECEMBER 2020

Council is asked to approve the schedule of payments in the absence of meetings of the Policy and Resources Committee [to which approval of payments was previously delegated by Council] **[ENCLOSURE NO. 2].**

6. CORONAVIRUS CONTINGENCY PLAN UPDATE

The Council is recommended to approve the extension of the virtual meeting arrangements until the end of March 2021 and the provision of an additional meeting on 11 February 2021 **[ENCLOSURE NO. 3].**

7. OLD MINING COLLEGE IMPROVEMENTS

The Council is recommended to authorise the Town Clerk to seek written quotations for a fire barrier and insulation and replacement of fire alarm system **[ENCLOSURE NO. 4].**

8. TRANSFER OF PUBLIC TOILETS

The Council is recommended to approve the takeover of ownership and management of the public toilets at Sankey's Corner, Swan Island and Chasetown High Street from 01 April 2021 **[ENCLOSURE NO. 5 AND APPENDIX 1].**

9. DRAFT COUNCIL BUDGET

The Council is recommended to approve the draft budget and that a Precept of £344,733.83 [Band D Council Tax of £40.90] be declared on Lichfield District Council for the 2021/22 financial year **[ENCLOSURE NO. 6, APPENDIX 1 AND APPENDIX 2].**

10. BETTER BURNTWOOD FUND

The Council is recommended to approve further grant applications to the fund [ENCLOSURE NO. 7].

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 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 MEETING OF BURNTWOOD TOWN COUNCIL
HELD ON THURSDAY 26 NOVEMBER 2020 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

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

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

Three members of the public

COMMUNITY SPEED WATCH

The Chairman informed Members that Mrs Janet Taylor who is the Area Community Speedwatch Team Leader was unable to attend the meeting as her mother was unwell [speedwatch has been suspended until further notice due to Covid-19 restrictions].

PUBLIC FORUM

No questions were raised by members of the public.

Councillor Evans reminded Members of the rules of debate which would be enforced during the meeting and that Members were permitted to speak only once on the same subject.

Councillor R Place referred to the Town Council's Standing Orders, which were amended on 26 September 2019, and in particular No. 6 - Rules of Debate when a Councillor may speak again, to make a point of order, to give a personal explanation or in exercise of a right of reply. Councillor Woodward explained the process relating to points of order and personal explanation and stated that this was at the Chairman's discretion.

54. APOLOGIES FOR ABSENCE

Councillors Banevicius, Ho, M Place and Taylor [Dispensation].

55. DECLARATIONS OF INTEREST AND DISPENSATIONS

In respect of Agenda Item 7 – Better Burntwood Fund Councillor Gittings declared an interest in Spark, Burntwood Be A Friend and Burntwood Litter Heroes.

In respect of Agenda Item 7 – Better Burntwood Fund Councillor Evans declared an interest in CASES [as a Trustee] and Burntwood Be A Friend.

In respect of Agenda Item 7 – Better Burntwood Fund Councillor Woodward declared an interest in Burntwood Be A Friend and Spark.

56. 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 Meeting of the Town Council held on 20 October 2020 [Minute Nos. 47-53] be received and where necessary approved and adopted.

57. CHAIRMAN'S REPORT

Councillor Evans referred to Tier 3, Very High Alert, which Burntwood would be moving into from 02 December 2020. She felt Councillors should be setting a good example in observing Covid-19 restrictions and appreciated their support. She then gave a brief explanation on the Burntwood Be A Friend initiative who were very effective in the community.

Councillor Evans referred to Councillors Bullock, Ho and M Place who had been co-opted onto the Town Council a year ago and thanked them for their contribution.

Councillor Woodward stated that there were numerous community groups e.g. MHA Communities Burntwood, Emmanuel Church Foodbank, Burntwood Lions, Burntwood Friendship Group, who were looking after their own members and contacts.

58. APPROVAL OF PAYMENTS FROM 16 OCTOBER TO 15 NOVEMBER 2020

Councillor Woodward explained that the payment of £1,200 had been passed onto Beacon Community Church from the People Helping People Fund administered by Staffordshire County Council. The purpose of the project is to gather information from a wide range of sources to discover what may be the current issues and possible provision solutions for young people using Redwood Park.

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

RESOLVED That the payments from 16 October to 15 November 2020 in the sum of £18,000.68 be approved.

59. DRAFT COUNCIL BUDGET 2021-2022

Councillor Norman referred to the cost of the Covid-19 pandemic at Town Council, District Council and County Council levels and stated that as a Town Council representative he would be suggesting a zero percentage increase, as he would be voting for the same at Lichfield District Council meeting.

Councillor R Place confirmed that he had had sight of the budget a few weeks ago, he was in support of the draft budget in its current format and was in favour of a nil increase in the precept.

Councillor Loughbrough Rudd also supported a zero increase in the precept.

Councillor Tapper stated that he broadly supported what was in the draft budget however he made reference to cost centre 107 4019 - Employee Expenses and queried the difference between the actual figures for 2019-20 of £140,201 compared to the approved budget figures for 2020-21 of £155,560. Councillor Tapper referred to cost centre 204 4241 - Public Conveniences and asked what the reasoning behind the figure was of £20,000. He also referred to cost centre 107 4120 – Postage and asked if £200 was enough as the Actual Figure for 2019-20 was £494.

Councillor Bullock stated that he was broadly in agreement with a zero increase in the precept but there were arguments for a modest increase bearing in mind running a reserve that is proportionate [six months].

Councillor Birch stated that the Town Council needed to be mindful of any future plans e.g. grit bins, public conveniences, parks and open spaces, allotment provision, which had been discussed at previous meetings. The Town Council needed to be cautious about eating into reserves, future sustainability, and there may need to be an increase in the future.

Councillor D Ennis gave a brief explanation regarding cost centre 214 4764 - Community Projects which included defibrillators and asked Councillor Tapper, as District Councillor for Chasetown, if he had any plans or ideas to improve Chasetown as they could work together for a Better Burntwood.

Councillor Woodward reminded Members that this was only a draft budget and voting on the final budget may happen on 21 December 2020 or even 13 January 2021 as the Town Council does not have to declare the precept on Lichfield District Council until 22 January 2021. Councillor Woodward explained that Parish Councils are not subject to the same cap as District/County Councils.

In response to Councillor Tapper's questions Councillor Woodward and the Town Clerk clarified:

- i. **Public Conveniences** - Councillor Woodward explained that the Town Council have not been able to progress the public conveniences due to Covid-19 restrictions. She explained that if the Town Council does not take over responsibility of the public conveniences in Burntwood they would be closed. The Town Clerk confirmed that the £20,000 allocated in the draft budget was advice received from the District Council regarding current running costs. He confirmed that a further report updating Members would be going to the December Council meeting.
- ii. **Employee Expenses** - The Town Clerk explained that the 2020-21 approved budget figure of £155,560 included the Direct Services Manager position which had now been made redundant following the staffing review and the 2021-22 budget figure of £128,500 reflected that.
- iii. **Postage** - Councillor Woodward explained that the Town Council had changed a lot of their business methods to email.

Councillor Woodward stated that she hoped to work in partnership with both Lichfield District Council and Staffordshire County Council going forward as they may be restricted to legally required duties/services only in the future.

60. BETTER BURNTWOOD FUND

The Town Clerk informed Members that two applications had been missed e.g. Chasewater Friends and Friends of Burntwood Library and these would be reported to the December Council meeting.

Councillor Woodward explained that this was the first year for the small grants scheme.

Councillor Woodward suggested that the Town Council may need to consider “priorities/specifics” in the future so that the criteria are clearer and tighter. Councillor D Ennis stated that difficult decisions had to be made as £30,022 funding applications had been received but the Town Council had a budget of £10,000 for the large grants scheme. He also felt that it may be appropriate to have different target priorities each year.

Councillor Birch referred to the organisations who would not get funding this year and asked if the Town Clerk could make sure that those organisations are made aware of other funding sources.

Small Grants Scheme [Funding of up to £500]

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

RESOLVED That applications from Barons Place - Bromford Housing; Burntwood Brownies; Burntwood Litter Heroes; Burntwood Platinum Amateur Boxing Club; 1st Burntwood Rainbows; Burntwood St Matthews Cricket Club; Liberty Jamboree and Midland Soccer Academy be approved and that the application from Burntwood Community Allotments be deferred to allow the applicants time to provide additional information.

[COUNCILLOR EVANS VACATED THE CHAIR AS SHE IS A TRUSTEE OF CASES AND DID NOT PARTICIPATE IN THE ITEM]

[COUNCILLOR BIRCH IN THE CHAIR]

Large Grants Scheme [Funding of between £500 and £3,000]

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

RESOLVED That applications from Burntwood Be A Friend; Emmanuel Burntwood Foodbank; Fun Club; Gartmore Riding for the Disabled and Phoenix Counselling Service be refused. That applications from CASES; COGS Prepares 4 Life; MHA Communities Burntwood; Spark – Burntwood; St Anne’s Church and St John’s Community Church be deferred to enable further discussions to take place with the applicants. That the Town Clerk provides a progress report on the deferred applications which also includes Chasewater Friends and Friends of Burntwood Library to the December Council Meeting.

[COUNCILLOR EVANS IN THE CHAIR]

61. CORONAVIRUS CONTINGENCY PLAN UPDATE

Councillor R Place stated that it may be appropriate to discuss the continuation of virtual/on-line Town Council meetings at the December Council Meeting due to the continued Covid-19 restrictions. Councillor R Place asked if the Old Mining College would remain closed after 02 December 2020. The Town Clerk confirmed that the building would remain closed to the public whilst Staffordshire is in Tier 3. The situation would be reviewed if we move into a different tier. He confirmed that the tenants would still have access to the building and that Burntwood Cemetery would remain open on weekdays, as well as weekends, from 9am to 4pm.

Councillor D Ennis gave a brief update on the events which had been affected by the Covid-19 restrictions. He confirmed that the design for the TownTrader had been completed, that 150 letters had been sent out to local businesses relating to the shop front competition, Councillors D Ennis, Evans and R Place, to judge and that the Christmas trees had been erected.

Councillor Woodward stated that businesses should be encouraged to send in their shop front entries to the Deputy Clerk so that these could be included on the Town Council's social media platforms. She also confirmed that the industrial metal fencing which had been previously erected around the Christmas trees had been replaced by picket fencing which should look more attractive.

62. 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.

63. GAS AND ELECTRICITY SUPPLY TO THE OLD MINING COLLEGE

The Town Clerk explained that the energy market is dynamic and prices change daily and the most competitive company at the moment uses renewable resources which fits in with the Town Council's Environment Plan which was approved by the Town Council on 21 October 2020. Councillor R Place explained that the company uses solar sites and wind farms.

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

RESOLVED That the Town Council authorises the Town Clerk to sign a new contract at a price equal to or below the Total Gas and Power price.

64. STAFFING REVIEW

Councillor R Place asked if the postholder had increased their hours due to increased responsibility and duties. The Town Clerk confirmed that there had been no increase in hours and the re-grading was to reflect the increased responsibility that the postholder had taken on.

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

RESOLVED That the Town Council agrees to the proposed re-grading for the Administrator from Salary Point 14 to Salary Point 18 with effect from 01 April 2020.

[The Meeting closed at 7.17 pm]

Signed

Date

BURNTWOOD TOWN COUNCIL SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	SUB TOTAL	VAT	TOTAL
				£	£	£
27 11 20	G E Collis and Sons Limited	Plumbing Fittings	BACS	10.54	2.11	12.65
27 11 20	Screwfix	Washing Machine Valve Tee and Elbows 22mm	BACS	8.74	1.74	10.48
27 11 20	Corona Energy	OMCC Gas [period October to November 2020]	BACS	466.25	93.25	559.50
27 11 20	Cathedral Leasing Limited	OMCC Supply of Hygiene Services [quarterly]	BACS	64.98	13.00	77.98
27 11 20	G E Collis and Sons Limited	4mm Earth Sleeve, 2mm Earth Sleeve, 40amp Connection Strip	BACS	14.09	2.82	16.91
27 11 20	Npower	OMCC Electricity [period 01 October - 31 October 2020]	BACS	483.77	96.75	580.52
27 11 20	G E Collis and Sons Limited	OMCC Items for Bin Store	BACS	77.22	15.12	92.34
27 11 20	Screwfix	OMCC Conduit 20mm x 2m length, surface pattress 30mm	BACS	31.21	6.24	37.45
28 11 20	BT	Monthly Line Charges	DD	177.30	35.46	212.76
12 12 20	EE Limited	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	33.72	6.74	40.46
15 12 20		Employee Costs Month 9	BACS	7,414.71	0.00	7,414.71
15 12 20		LGPS Month 9	BACS	2,269.78	0.00	2,269.78
15 12 20		NI/PAYE Month 9	BACS	3,027.34	0.00	3,027.34
15 12 20	NIP Cleaning Contracts Limited	OMCC : Cleaning carried out in October 2020	BACS	442.00	88.40	530.40
15 12 20	Chubb Fire and Security Limited	OMCC : Access Control annual charge [24/12/2020 to 23/12/2021]	BACS	314.94	62.99	377.93
15 12 20	Fire Services Central Limited	Foam 6L Extinguisher	BACS	94.99	19.00	113.99
15 12 20	Screwfix	OMCC : Outside - Conduit, Spacer Bar Saddles, 3-Core Round Flex	BACS	74.66	14.93	89.59
15 12 20	Screwfix	OMCC : Outside - 24hr Mechanical Timer	BACS	7.49	1.50	8.99
15 12 20	Screwfix	OMCC : Outside - Adaptable Box	BACS	25.54	5.11	30.65
15 12 20	BNP Paribas Leasing Solutions	Franking Machine cover period 15/12/2020 to 14/03/2021]	DD	154.40	30.88	185.28
15 12 20	D Homer	Burntwood Cemetery - Grave Digger	BACS	430.00	0.00	430.00
15 12 20	Lichfield District Council	Election Expenses 02 May 2019	BACS	23,028.49	0.00	23,028.49
15 12 20	Screwfix	OMCC : Outside - Inspection Elbow, Solvent Cement, Conduit	BACS	31.21	0.00	31.21
15 12 20	G E Collis and Sons Limited	Drill Bits	BACS	21.74	4.35	26.09
15 12 20	G E Collis and Sons Limited	Ext Socket, 15mm Elbow, 15mm Connector	BACS	21.67	4.34	26.01
15 12 20	Seton	Economy Floor Stands	BACS	32.04	6.41	38.45
15 12 20	TechCare	Monthly IT Support	BACS	587.03	117.41	704.44
15 12 20	Entrust	Staff Training	BACS	75.00	15.00	90.00
15 12 20	G E Collis and Sons Limited	Picket Fencing around Xmas Trees	BACS	526.22	105.24	631.46
15 12 20	SB Waste Management & Recycling Ltd	OMCC : Skip	BACS	165.00	33.00	198.00
15 12 20	Rialtas Business Solutions Limited	Cemeteries Software Annual Support and Maintenance	BACS	290.00	58.00	348.00
15 12 20	Rialtas Business Solutions Limited	Omega Accounts Software Annual Support and Maintenance	BACS	816.00	163.20	979.20
15 12 20	Midland Soccer Academy	Better Burntwood Fund	BACS	500.00	0.00	500.00
15 12 20	2nd Burntwood Brownies	Better Burntwood Fund	BACS	360.00	0.00	360.00
15 12 20	Burntwood St Matthews Cricket Club	Better Burntwood Fund	BACS	500.00	0.00	500.00
15 12 20	Burntwood Platinum ABC	Better Burntwood Fund	BACS	500.00	0.00	500.00
15 12 20	1st Burntwood Rainbows	Better Burntwood Fund	BACS	300.00	0.00	300.00
15 12 20	Diamond Fire and Security	OMCC : Fire Risk Assessment	BACS	250.00	50.00	300.00
15 12 20	Liberty Jamboree	Better Burntwood Fund	BACS	499.00	0.00	499.00

44,127.07 1,052.99 45,180.06

ENCLOSURE NO. 2

Burntwood Town Council Meeting

21st December 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 and Burntwood Cemetery. 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 had previously been extended until January 2021. In view of the county be included in Tier 3, a designation that is likely to be maintained into the New Year, it is recommended that all meetings until the end of the municipal year are held virtually. The dates of the meeting during this period are 13th January, 11th February (new date) and 11th March
- Staff. In line with Government advice all staff are, where possible, working from home. Where this is not possible working hours and job tasks are designed to reduce personal contact
- The Old Mining College. The building will remain closed to the public until at least the Tier 3 restrictions have been lifted. The tenants continue to have access to their units. Burntwood Live at Home have confirmed that they will not be able to resume their face-to-face services until April. Therefore, in line with the decision made at the Council Meeting on 13th May 2020 the rent and service charge for the last quarter of the financial year will not be charged. Discussions are currently underway with Burntwood live at home regarding the resumption of service delivery and a possible extension of the support offered to people with dementia in April. Work is also un
- Burntwood Cemetery. The Cemetery will continue to be open 7 days a week between 9am and 4pm.

4.0 Financial considerations

4.1 The current budget (2019-20) has been adjusted to take account of the loss of income from the letting to Burntwood Live at Home. There are no other financial consequences resulting from this plan

5.0 Legal Context

5.1 As a public body it is important that the Town Council and its councillors are seen to be following Government guidance and good practice.

6.0 Recommendation

6.1 The Town Council is recommended to approve the extension of the virtual meeting arrangements until the end of March and the provision of an additional meeting on 11th February 2021.

Contact Officer

Graham Hunt

townclerk@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

Monday 21st December 2020

Old Mining College Improvements

1.0 Purpose

1.1 To seek the approval of the Council to seek competitive quotations for a range of improvements to address health and safety and environmental issues within the Old Mining College.

2.0 Background

2.1 Since the summer of 2019 the Town Council has undertaken a programme of health and safety improvements. More recently it has also sought to improve the environmental performance of the building

3.0 Proposed Improvements

3.1 Following a fire risk assessment it was identified that one of the fire doors in the Annex did not have the required fire curtain. Without the curtain, which is situated in the loft space above the door, a fire in the loft space would be able to travel quickly down the length of the building unrestricted.

3.2 In looking at the fire curtain issue it was also found that there was no insulation in the roof space of the Annex. With the provision of roof insulation the energy costs of the building will be reduced.

3.3 The fire alarm system is now outdated. It is proving difficult to service the system because of the lack of components. The fire risk assessment also identified as a risk the lack of a second fire escape at first floor level. Replacing the existing fire alarm system and providing additional smoke detection sensors is considered necessary to mitigate this risk.

3.4 An initial estimate of costs suggests the following:

- Fire barrier and Insulation £16,000 - £18,000
- Replacement of Fire Alarm System £8,000 - £9,000

3.5 In addition there will be a 10% charge for project management of between £2,400 and £2,700. The Town Council does not have the in-house skills to manage these works.

3.6 The proposed improvements do not include the provision of sensors in the roof space of the Annex.

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). In this case both groups of work will require 3 written quotations.

5.0 Financial Considerations

5.1 The full cost of the proposed works is likely to be in the region of £26,400 to £29,700. At present there is £37,083 in the capital budget for improvements to the Old Mining College.

6.0 Conclusion

6.1 The works listed in paragraph 3.4 are either essential health and safety requirements or are designed to reduce expenditure on the energy costs. There is sufficient funding in the budget to cover the costs of the proposed works.

7.0 Recommendation

7.1 The Town Council is recommended to authorise the Town Clerk to seek written quotations for the work specified in paragraph 3.4.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

21st December 2020

Transfer of Public Toilets

1.0 Purpose of the Report

1.1 To secure the Council's agreement to take on ownership of the 3 public toilets in Burntwood which are currently managed by Lichfield District Council (LDC).

2.0 Background

2.1 The three public toilets are located at Chasetown High Street, Sankeys Corner and Swan Island. The toilets are currently in the ownership of LDC (the toilet at Sankeys Corner is on a long lease). At the beginning of the year LDC approached the Town Council to see if it would be willing to take over the toilets. The LDC had indicated that following a service review it was the District Council's intention to close the toilets to secure financial savings.

2.2 The Town Council indicated to LDC that it was interested in taking on the toilets if improvements were made to the outside and inside of all three toilets. This work has now been completed and LDC have formally requested the Town Council to take on the ownership of the toilets (see Appendix 1).

3.0 Proposed Transfer

3.1 LDC has suggested that a full transfer of the 3 toilets would be the best approach. This would be on a full repairing basis. As an interim measure the Town Council would be granted a management and maintenance agreement from 1st April. This would allow time for the legal work relating to the transfer to be undertaken.

4.0 Legal Context

4.1 The Town Council is empowered by the Parish Councils (General Power of Competence) Order 2012 to own and manage public conveniences.

5.0 Financial Considerations

5.1 An allocation of £20,000 has been included in the new budget (2021-22) for the management of the toilets. This figure is based on the current management costs incurred by LDC.

6.0 Conclusion

6.1 Without intervention by the Town Council it is likely that the 3 public toilets in the town will be closed by LDC. The toilets have been improved to an acceptable condition as requested by the Town Council. The Town Council have the funding in its budget to take on the management of the toilets.

7.0 Recommendation

7.1 The Town Council is recommended to agree to take on ownership and management of the public toilets at Sankeys Corner, Swan Island and Chasetown High Street from 1 April 2021.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

Your ref
Our ref
Ask for Gary Brownridge
Email Gary.brownridge@lichfielddc.gov.uk



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Park, Burntwood WS7 3JH

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Graham Hunt (Town Clerk)
Burntwood Town Council
The Old Mining College Centre
Queen Street
Chasetown
Burntwood
WS7 4QH

09 December 2020

Dear Mr Hunt

RE: Public Conveniences in Burntwood

As you are aware from our recent meetings, Lichfield District Council has been reviewing the provision of the front line services that are currently provided by the Authority, this includes both statutory and non-statutory services and the options that may be available for future consideration.

Over the past few years we have been reducing the size of the Council's estate. This has included selling off land, leasing of land and transferring public open space and assets to organisations who may be better placed to manage these more locally.

We are currently looking at the options that may be available for the public conveniences within Burntwood. The District Council currently operates three public convenience facilities in Burntwood; one outside Chasetown Park on Chasetown High Street, one at Rugeley Road, just off Swan Island in Burntwood, and a facility on the private car park to the rear of Sankey's Corner Shopping Centre.

The District Council owns two of the buildings and has a long-term lease agreement to operate and manage the facility at Sankeys Corner.

All three facilities fall within the parish of Burntwood and it seems appropriate to enquire to see if Burntwood Town Council would be interested in adopting these public conveniences before we consider any other alternatives.

Should the Town Council express an interest in this proposal I believe the most suitable option would be to undertake a full transfer from the District Council to Burntwood Town Council of the two owned assets and arrange a sub-lease agreement for the Sankey's Corner facility.

ENCLOSURE NO. 5 - APPENDIX 1



www.lichfielddc.gov.uk



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[lichfield_dc](https://twitter.com/lichfield_dc)



MyStaffs App

I would suggest a local agreement is initially put in place providing Burntwood Town Council with the management and maintenance responsibility for the facilities with a commencement date of 1 April 2021. The reason I suggest this to start with is because the legal process of transfers can sometimes take quite a lengthy time. In addition, this would also allow the Town Council to familiarise themselves with the facilities and put in place a suitable maintenance programme. The management and maintenance agreement would remain active until the formal asset transfer could be completed.

The District Council would be prepared to cover the legal costs for both parties of the asset transfer and we would retain landlord responsibility for the building structure until the transfer has been completed.

If the Town Council is in favour of the above proposal officers from the District Council would need to obtain formal Cabinet Member approval prior to the transfer. However, as this is part of an ongoing review programme, we do not anticipate this would be an issue.

Yours sincerely



Gary Brownridge
Operational Services Manager
Leisure and Operational Services

ENCLOSURE NO. 5 - APPENDIX 1



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Burntwood Town Council

21st December 2020

Draft Council Budget 2021-22

1.0 Purpose of the Report

1.1 The purpose of this report is to seek the Town Council's approval of the draft budget and proposed precept for the next financial year (2021-22).

2.0 Background

2.1 The Town Council considered the draft budget at its meeting on 26th November 2020. No alterations were made to the budget at the meeting. No new circumstances have been identified since the meeting that impact on the budget.

3.0 Draft 2021-22 Budget

3.1 As reported at the previous Council meeting the budget has been designed to address three objectives:

- There is no rise in the precept
- Any inflation will be absorbed within the existing budget
- Budgetary provision has been made for the assessment of existing allotment provision in the town

3.2 The budget and precept as set out in appendices 1 and 2 respectively achieve the above three objectives.

4.0 Legal Requirements

4.1 The Town Council is required under the provisions the Local Government Act 1972 (Sec 151) to "...make arrangements for the proper administration of their financial affairs..." and by the Local Government Act 2000 to ensure that the Council formally approves a budget and council tax demand. This report forms part of those arrangements which are designed to ensure that the Council starts the year with a balanced budget and can respond during the year to any budget variations.

5.0 Financial Context

5.1 The general reserve currently stands at £101,164 and is more than enough to cover any loss of income from rents and service charges and extra costs resulting from inflation.

6.0 Conclusion

6.1 The Town Council's financial position is such that it can forgo an increase in the precept if it chooses to do so. Provision in the draft budget has also been for the new commitment in respect of allotment provision. There is sufficient funding in the general reserve to cover any reduction in expected income or failure to make savings.

7.0 Recommendation

7.1 The Town Council is recommended to approve the draft budget as set out in Appendix 1 and the proposed Precept as set out in Appendix 2.

Officer Contact

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BURNTWOOD TOWN COUNCIL - DRAFT BUDGET FOR 2021-22 (VERSION 6 - 9 DECEMBER 2020)

		<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2021-22</u>	
		<u>Actual</u>	<u>Actual, Apr-Oct</u>	<u>Approved Budget</u>	<u>Budget</u>	
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)						
100 Corporate						
1176	Precept	318,690	349,016	349,016	344,734	Band D Council Tax kept same. Precept 1.2% lower due to tax base decrease.
1199	CCLA interest	4,953	2,682	4,700	3,200	Reduction in rates and dividends already being seen
1205	Bank account interest	165	0	200	50	Reduction in expected rate
1206	CIL money (Has to be earmarked)	3,685	7,485	0	0	
1207	Additional miscellaneous funding	0	0	0	0	
Total	Corporate Income	327,493	359,183	353,916	347,984	
104 Old Mining College Centre						
1070	Unit rents	32,609	13,162	32,610	13,300	Based on occupation of Units 1-4, 7-8 only
1071	Unit service charges	21,012	8,482	21,015	10,478	Based on occupation of Units 1-4, 7-8 only
1072	Room hire	12,764	234	11,330	3,600	Assume BLaH will hire RBR (but lower monthly bill) and not IT Suite
1074	Unit cleaning	318	80	0	0	Units to arrange their own cleaning now
1025	Sundry income (incl. recharges for PA Testing, locking up etc.)	810	85	400	100	
Total	OMCC income	67,514	22,043	65,355	27,478	
4019	Employee expenses - Caretaker	11,654	7,042	12,137	12,387	2% National Pay Award assumed
4022	NNDR Rates	7,488	7,610	7,713	7,610	
4023	Water rates	1,534	797	1,706	1,706	
4055	Energy (Gas & electric)	14,167	3,740	13,390	13,390	
4040	Cleaning contract	5,033	2,131	5,052	5,052	
4041	Locking/ unlocking	1,981	198	2,400	1,000	Reduction due to caretaker cover & access changes
4056	Building and grounds maintenance (Alarms, lift, pest control etc.)	13,276	7,581	11,900	11,900	
4057	Telephones & Broadband	870	632	1,030	950	Reduced due to new contract from December
4058	IT Suite (to include Computers, Network, Software etc.)	0	495	500	500	
4180	Professional fees	1,500	450	1,700	1,700	
4221	Insurance premiums (Lift inspection contract only)	112	0	0	112	
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	3,044	1,370	6,000	5,000	Reduction due to fewer occupied units & room hirers
Total	OMCC expenditure	60,658	32,046	63,528	61,307	
105 Transport						
4064	Members travel costs	0	0	50	50	

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		<u>Actual</u>	<u>Actual, Apr-Oct</u>	<u>Approved Budget</u>	<u>Budget</u>	
107 Supplies and Services, BTC						
1025 Sundry income		5	0	0	0	
4019 Employee expenses - all staff except caretaker & cemetery gatekeeper		140,201	71,910	155,560	128,500	2% National Pay Award assumed. Other adjustments incl DSM post removed.
4060 Employees car mileage (Taken out of staff costs for 20-21)		Included above	216	Included above	Included above	
4057 Telephones & Broadband		3,756	1,976	3,800	2,800	Reduced due to new contract arranged from December
4120 Postage		494	0	200	200	
4125 Franking machine		1,079	975	1,500	1,500	
4139 Computers and other office equipment		7,468	6,393	4,000	7,000	Higher monthly support cost
4140 Website		450	575	1,500	1,500	
4165 Advertising (ATM and other adverts)		0	0	1,250	500	
4166 Newsletter (Town Trader)		1,440	530	1,480	1,480	
4211 Office expenses (to include stationery, photocopier etc.)		2,150	348	3,710	2,000	Reduction in use
4212 Training & conferences		2,673	1,198	3,000	3,000	
4170 Subscriptions		275	0	500	500	
4180 Professional fees		1,860	1,270	1,200	1,300	Additional employment advice
4220 Bank charges		287	144	350	350	
4221 Insurance premiums		3,489	3,592	3,600	3,600	
4234 Audit		1,439	0	1,600	1,600	
4059 Other supplies and services		530	260	1,900	1,000	Reduction in use
Total	BTC supplies & services expenditure	167,590	89,387	185,150	156,830	
201 Street Lighting						
4055 Energy		423	509	736	736	
4241 Maintenance		3,371	425	410	410	
4242 Replacement (NEW CODE FOR 20-21)		0	0	1,500	1,500	
202 Bus Shelters						
1025 Sundry income		0	3,095	0	0	
4241 Maintenance		1,674	0	4,120	4,120	
4242 Replacement (NEW CODE FOR 20-21)		0	0	0	0	
203 Christmas Lights and Trees						
4261 Churches and community venues		0	0	0	0	
4260 General expenses		1,661	12	2,500	2,500	Assume static displays to continue as previously
204 Public Conveniences						
4241 Maintenance, cleaning etc.		N/A	N/A	20,000	20,000	

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205 Traffic Islands						
1030	Traffic Islands: Sponsorship	8,158	8,158	8,158	8,158	
4304	Signage	132	0	500	500	
4306	NNDR: Traffic Islands	682	312	850	312	Rates currently assumed to be as for 20-21
4241	Maintenance (to include grass cutting, bedding plants etc.)	6,576	0	7,420	7,420	
206 Hanging Baskets & Planters						
4241	Maintenance	1,688	55	1,600	1,600	
207 Flagpole						
4241	Maintenance	95	0	110	110	
209 Coulter Lane Burial Ground						
4241	Maintenance	1,719	0	3,330	3,330	
211 Burntwood Town Strategy						
4754	BTS projects	30	0	25,750	20,984	Deduct £4,766 to balance current draft budget
213 Events Committee						
1090	Wakes: Pitch fees	624	20	0	0	
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	1,000	0	0	0	
1102	Play in the Parks	500	0	0	0	
1101	Christmas: Pitch fees	78	0	0	0	
1103	Christmas: Other income (to include grant aid, sponsorship, sundry)	0	0	0	0	
Total	Events income	2,202	20	0	0	
4690	Events (Code previously used for budget only)	N/A	N/A	N/A	N/A	
4262	Christmas event - all expenditure	5,862	0	4,000	4,000	
4390	Wakes - all expenditure	13,694	544	15,000	15,000	Budget as originally for 20-21
4761	Play in the Parks	5,504	0	7,000	7,000	Budget as originally for 20-21
4399	Other events expenditure	32	0	0	0	
Total	Events expenditure	25,092	544	26,000	26,000	
214 Community Projects						
1025	Sundry income (incl. defibrillator sponsorship & speed sign funding)	0	0	0	0	
4764	Other Community Projects (incl. defibrillators & speed indic. devices)	1,650	190	2,000	2,000	
215 SCAMP						
4550	SCAMP: Maintenance	0	0	155	155	
4551	SCAMP: Insurance	0	0	390	390	

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216 Neighbourhood Plan						
1025 Sundry income		0	0	0	0	
4728 Neighbourhood Plan expenditure		1,750	0	2,500	2,500	
301 Civic Expenses						
1062 Fundraising (to be earmarked)		350	25	0	0	
1025 Sundry income		0	0	0	0	
4360 Chairman's Expenses		96	0	500	100	
4368 Fundraising expenditure (Donations & distribution of funds raised)		1,460	0	100	100	
4361 General expenses		153	0	1,000	500	
302 Grant Aid & Better Burntwood Fund						
1020 External grants received		0	6,200	0	0	
4760 Stephen Sutton Bursary (previously under 214 Community Projects)		1,941	0	2,000	2,000	
4415 Grant Aid expenditure		14,431	0	25,000	25,000	
4416 Better Burntwood expenditure (previously 4765/214 Community Support funding)		3,000	3,000	part of above	part of above	
4417 External grant expenditure (NEW CODE FOR 20-21)		0	5,000	0	0	
310 Election Expenses						
4701 Election expenses		0	0	10,000	10,000	Continue provision for future elections
401 Burntwood Cemetery						
1000 Burial fees/ licences		21,123	15,697	27,200	27,200	
1001 Memorial plaques		560	37	250	100	
4019 Employee expenses - Cemetery gatekeeper		1,845	1,079	1,795	1,943	5% increase in National Living Wage assumed for April 2021
4810 Grave digging		4,760	2,630	5,440	5,440	
4820 NNDR: Burntwood Cemetery		1,400	1,422	1,450	1,450	
4864 Grounds maintenance		13,120	1,900	11,100	11,100	
4863 Other maintenance and services (to include gritting, skips etc.)		2,670	1,103	4,800	4,800	
4163 General office expenses (e.g. plaque engraving, ICCM)		675	115	450	450	
Total Cemetery expenditure		24,469	8,249	25,035	25,183	
404 Church Street car park						
4870 All maintenance & services		N/A	35	N/A	50	Budget provision added

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501 Capital Expenditure						
4901 OMCC refurbishment works		70,023	2,917	40,000	35,233	Deduct £4,767 to balance current draft budget
4666 Capital works (any other)		0	0	0	0	
	TOTAL INCOME	427,405	414,458	454,879	410,920	
	TOTAL EXPENDITURE	390,363	142,680	452,234	410,920	
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	37,042	271,778	2,645	0	

Burntwood

Entering a Council Tax Band D to Set a Precept: Council tax unchanged

	2020/21	2021/22	Change	
			£	%
Band D Council Tax	£40.90	£40.90	£0.00	0.00%
Council Tax Base	8,533.4	8,428.7	(104.7)	(1.23%)
Gross Precept	£349,016.00	£344,733.83	(£4,282.17)	(1.23%)

Burntwood Town Council

21st December 2020

Better Burntwood Fund

1.0 Purpose of the Report

1.1 The purpose of this report is to seek the Town Council's approval for applications to the Better Burntwood Fund.

2.0 Background

2.1 At its last meeting on 26th November 2020 the Town Council considered a report regarding applications for funding through this year's Better Burntwood Fund. The Council received far more applications for large grants (£500 to £3,000) than it could fund. It therefore decided to invite all applicants to review their proposals and re-submit for a smaller amount which was focused solely on actions to address the impact of Covid 19.

2.2 In respect of the smaller grant (up to £500) the Town Council requested the Burntwood Community Diggers to provide additional information about their application. The Town Council did not have the opportunity to consider applications from the Friends of Burntwood Library or the Chasewater Friends.

3.0 Revised Applications

3.1 In respect of the larger grants the following revised applications have been re-submitted for the Town Council's consideration:

- MHA Communities Burntwood (formally Burntwood Live at Home) Extra volunteer costs are being incurred in response to need to provide 1-2-1 sessions rather than group meetings. £1500
- Spark-Burntwood. Purchase of materials for an outdoor project to provide a safer working environment. £1200
- St John's Church. Provision of craft packs to support project work with local families. £800
- CASES (Citizen's Advice Bureau). Funding to support volunteer training needed because existing volunteers shielding and to meet extra demand. £2,000

3.2 St Anne's Church has decided not to re-submit their application at this stage. COGS did not respond to the request to re-submit their application.

3.3 The two applications received in respect of smaller grants are;

- Friends of Burntwood Library. Refurbishment of display cabinets. £500
- Chasewater Friends. Notice board. £350

3.4 The Burntwood Diggers application has been withdrawn.

4.0 Financial Considerations

4.1 The budget allocation this year for small grants was £5,000. At its last meeting, the Town Council approved applications totalling £3409. The applications referred to in paragraph 3.3 total £850 which would leave £741 if these were approved by the Town Council.

4.2 The combined total of the applications for the large grant fund is £5,500. If all the current applications were approved £4,500 would remain in the budget.

5.0 Legal Context

5.1 The Town Council has the power to provide grants to community organisations through the Better Burntwood Fund under the provisions of its General Power of Competency.

6.0 Conclusion

6.1 The applicants have in the main responded positively to the request to modify their proposals in the light of the amount of funding available. This has meant that the majority of applications can be supported, and some funding remains to address any unforeseen emergencies.

7.0 Recommendation

7.1 The Town Council is recommended to approve the applications listed in paragraph's 3.1 and 3.3 for the specified amounts.

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