

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD LIBRARY, BRIDGE CROSS ROAD, BURNTWOOD ON  
WEDNESDAY 24 MAY 2023 COMMENCING AT 6.09 PM**

**PRESENT**

Mr Birch (in the Chair)

Councillors Bacon, Banevicius, Coe MBE, D Ennis, L Ennis, Evans, Flanagan, Galvin, Gittings, Hancox, Ho, Kirkham, Norman, P Taylor, Tranter, Willis-Croft and Woodward

**In attendance**

Ms J Minor, Deputy Clerk

Ms A James, Finance Officer

Ms K Horner, Community Development and Engagement Officer

County Councillor Cox

1 Member of the Public

**PUBLIC FORUM**

No questions were raised by members of the public.

**1. ELECTION OF CHAIR OF THE TOWN COUNCIL**

It was proposed by Councillor D Ennis, seconded by Councillor Norman and

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

Councillor Evans made and signed the Declaration of Acceptance of Office.

**2. ELECTION OF VICE-CHAIR OF THE TOWN COUNCIL**

It was proposed by Councillor Woodward, seconded by Councillor Banevicius and

**RESOLVED** That Councillor Kathy Coe MBE be appointed Vice-Chair of the Town Council for the ensuing year.

Councillor Coe MBE made and signed the Declaration of Acceptance of Office.

**3. APOLOGIES FOR ABSENCE**

Councillor Bullock (recovering from Covid)

Councillor R Ennis (finishing her course at University)

Councillor S Taylor (father's funeral)

Councillor Wittstock (holiday booked prior to the Elections)

The reasons for apologies were approved.

#### **4. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Woodward declared an interest in the Chair's chosen charity for 2023/24 namely Burntwood Be A Friend as she is a Trustee.

#### **5. MINUTES**

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes.

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

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 15 March 2023 [Minute Nos. 81-96] be received and where necessary approved and adopted.

#### **6. TO APPOINT CHAIR, VICE-CHAIR AND MEMBERS OF COMMITTEES**

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

**RESOLVED** That the Chair, Vice-Chair and Members of Committees be as circulated.

#### **7. CHAIR'S REPORT**

Councillor Evans read out the following statement:

First of all I have to make a very unusual announcement that unfortunately for the Town Council and the electorate the Member for Hunslet Ward, Mrs Mears has decided she is not able to fulfil her commitment to this Town Council.

Thank you for putting your faith in me to be Chair of Burntwood Town Council for one more year. I am proud, as I am sure you all are, to live in Burntwood and enjoy and participate in all it has to offer.

First of all I would like to thank Rob Birch for his year as Chair. He has done a superb job to highlight the profile of Burntwood and has left this Town Council in a strong position. I would also like to thank him for the support he gave me as Vice-Chair during previous years and on behalf of the Town Council I want to wish him well for his future. He so deserves it, but we will miss his wisdom and ability.

My charity for this year is going to be Burntwood Be A Friend. As you know it is a local charity which does a tremendous amount of good for so many here and they are desperately in need of funds, so I hope you will all support me in raising as much as possible for them this year.

During the last four years Burntwood Town Council has gone from strength to strength and the whole Town Council and the Officers have worked hard together to ensure that we are doing our best for the community of Burntwood. I hope this spirit of working together in mutual understanding continues, although we may not always agree, but that is healthy. We have much to accomplish still, but I'm sure if we co-operate

together, we will be successful. We have ambitious plans for the benefit of all Burntwood residents, as we continue to be an open, honest, and transparent Town Council and we welcome support from the community to help us achieve our aims.

Lots done, lots to do, so let's get on with it.

Councillor Woodward felt that Mrs Mears had shown contempt for the electors and the democratic process as she made the decision to stand for all three Councils. She pointed out that Councillor L Ennis had faced the same challenges in 2019 when she was elected to Lichfield District Council, Burntwood Town Council and Hammerwich Parish Council but she had stepped up to those challenges and faced up to all of her responsibilities. She added that the vacancy will now need to be advertised which may result in the cost of a by-election.

Councillor Woodward thanked Councillor D Ennis for the last four years as Deputy Leader and commented that he had Burntwood written through him like a "stick of rock". She congratulated and welcomed back Councillor Tranter.

Councillor Banevicius also thanked Councillors (for example Leader, Deputy Leader, Chair and Vice-Chair) for their continued support and commitment to Burntwood.

## **8. MEMBERS QUESTIONS**

No questions were raised by Members.

## **9. BANK MANDATE AND AUTHORISATION OF PAYMENTS**

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

**RESOLVED** That:

- a. if payment deadlines require, one of the previous internet authorisers be asked to continue to authorise Unity Trust payments online on behalf of the Town Council, subject to written authorisation to pay being given by two existing authorised signatories, until such time as the approved mandate amendments have been actioned by Unity Trust.
- b. Councillors D Ennis, Evans, P Taylor, and Woodward continue to be authorised signatories on the bank mandate.
- c. Councillor Tranter be added as an authorised signatory on the bank mandate.

## **10. CODE OF CONDUCT**

Councillor D Ennis referred to the seven principles of public life known as "Nolan Principles" namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership and stated that the Town Council's Code of Conduct reflects these principles.

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

**RESOLVED** That the Code of Conduct previously adopted on 25 May 2021 be received and adopted.

## **11. INSURANCE RENEWAL**

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

**RESOLVED** That the annual insurance from 09 June 2023 in the sum of £5,200.43 be renewed.

## **12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR 2022/23 INCLUDING ACCOUNTING STATEMENTS**

### **12.1 Annual Internal Audit Report 2022/23**

**RESOLVED** That the satisfactory assessment of the Internal Auditor in her AGAR report be noted.

### **12.2 Section 1 – Annual Governance Statement 2022/23**

#### **RESOLVED**

That the following be agreed, thereby confirming that the Council has a sound system of internal control in place:

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 manage 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 authority and, where appropriate have included them in the accounting statements.

and the Section 1 – Annual Governance Statement 2022/23 for the year ended 31 March 2023 be approved and the Chair and Clerk be authorised to sign the document.

## **12.2 Section 2 – Accounting Statements 2022/23**

**RESOLVED** That Section 2 – Accounting Statements 2022/23 for the year ended 31 March 2023 be approved and the Chair be authorised to sign the document.

## **12.3 Income and Expenditure and Balance Sheet reports for 2022/23**

**RESOLVED** That the detailed Income and Expenditure by Budget Heading 31/03/2023 be received and noted and the Balance Sheet as at 31 March 2023 be approved and the Chair be authorised to sign the document.

## **12.4 Exercise of Public Rights**

**RESOLVED** That the Notice for the Exercise of Public Rights, to be published on Friday 02 June for an inspection period starting Monday 05 June and ending on Friday 14 July, be noted.

## **13. PLANNING AND DEVELOPMENT COMMITTEE – 21 MARCH 2023 AND 12 APRIL 2023**

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

**RESOLVED** That the Minutes of the Meeting of the Planning and Development Committee held on 21 March 2023 [Minute Nos. 58-62] and 12 April 2023 [Minute Nos. 63-67] be received and where necessary approved and adopted.

## **14. COMMUNITY AND PARTNERSHIPS COMMITTEE – 05 APRIL 2023**

It was proposed by Councillor Taylor, seconded by Councillor Kirkham, and following a show of hands it was

**RESOLVED** That the Minutes of the Meeting of the Community and Partnerships Committee held on 05 April 2023 [Minute Nos. 56-66] be received and where necessary approved and adopted.

## **15. POLICY AND RESOURCES COMMITTEE – 11 APRIL 2023**

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

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 11 April 2023 [Minute Nos. 64-74] be received and where necessary approved and adopted.

**16. EXCLUSION OF THE PRESS AND PUBLIC**

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

**17. POLICY AND RESOURCES COMMITTEE – 11 APRIL 2023**

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

**RESOLVED** That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 11 April 2023 [Minute Nos. 72-74] be received and where necessary approved and adopted.

[The Meeting closed at 6.44 pm]

Signed .....

Date .....