Burntwood
TOWN COUNCIL
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CHASE TERRACE
CHASETOWN

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Our Ref: SL/JM

17 May 2023

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Town Council to be held on **Wednesday 24 May 2023 at Burntwood Library, Bridge Cross Road, Burntwood** at which the business set out below will be transacted.

PLEASE NOTE: The meeting will commence immediately after the Annual Town Meeting which will commence at 6pm.

Yours sincerely

Steve Lightfoot
Town Clerk

PUBLIC FORUM

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. **ELECTION OF TOWN COUNCIL CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**

2. **ELECTION OF TOWN COUNCIL VICE-CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**

3. **APOLOGIES FOR ABSENCE**

4. **DECLARATIONS OF INTERESTS AND DISPENSATIONS**
   To receive declarations of interests and consider requests for dispensations.

5. **MINUTES**
   To approve as a correct record the Minutes of the Meeting of the Town Council held on 15 March 2023 [Minute Nos. 81-96] [**ENCLOSURE NO. 1**]

6. **TO APPOINT CHAIR, VICE-CHAIR AND MEMBERS OF COMMITTEES**
   The Council is asked to appoint Councillors to the Committees that it has set up [**ENCLOSURE NO. 2 – TO FOLLOW**].

7. **CHAIR'S REPORT**
   For information purposes only. No decision is required by the Council.

8. **MEMBERS QUESTIONS**

9. **BANK MANDATE AND AUTHORISATION OF PAYMENTS**
   The Council is asked to confirm which Councillors are to be authorised signatories on the bank mandates for its various accounts and specifically which Councillors will be registered for internet banking with Unity Trust to authorise payments online.

   Councillors D Ennis, Evans, P Taylor and Woodward are already on the bank mandate and it is proposed that they continue.

   To ensure continuity in the short term in making payments to suppliers and specifically authorising Unity Trust bank payments online, the Council is asked to consider making a resolution as below. Bank mandate amendments and getting successfully set up for internet banking tend to take several weeks and Unity Trust are likely to be extremely busy after council elections around the country. Discussions with the Internal Auditor have confirmed that the proposed short-term solution would be legally acceptable if required. Details of payments would be sent to two authorised signatories and their written agreement to pay would be needed as authority. One of the existing online authorisers would be asked to act as their agent in authorising online. It should be stressed that this is a short-term solution for continuity only until amendments are actioned by Unity Trust and new internet registrations successfully set up.

   It is therefore

RESOLVED that, if payment deadlines require, one of the previous internet authorisers be asked to continue to authorise Unity Trust payments online on behalf of the 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.

10. CODE OF CONDUCT

Members are asked to consider and note the Town Council's Code of Conduct [**ENCLOSURE NO. 3**]

11. INSURANCE RENEWAL

Council is asked to approve the renewal of its annual insurance with its existing insurers Zurich, with cover required from 09 June. Last year detailed discussions were held to look at alternative insurers, which proved to be considerably more expensive. The initial renewal premium quoted by Zurich for renewal is £5,239.44 (14% increase on 22/23 premium).

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

Council is asked to consider the recommendations in the attached report [**ENCLOSURE NO. 4A**] relating to the following reports of the draft Annual Governance and Accountability Return 2022/23 [**ENCLOSURE NO. 4B**], the Detailed Income and Expenditure for 2022/23 [**ENCLOSURE NO. 4C**], and the Statutory Balance Sheet as at 31st March 2023 [**ENCLOSURE NO. 4D**].

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

Chair of the Planning and Development Committee to move that the proceedings of the meeting 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 [**ENCLOSURE NO. 5A AND 5B**].

14. COMMUNITY AND PARTNERSHIPS COMMITTEE – 05 APRIL 2023

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 05 April 2023 [Minute Nos. 56-66] be received and where necessary approved and adopted [**ENCLOSURE NO. 6**].

15. POLICY AND RESOURCES COMMITTEE – 11 APRIL 2023

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 11 April 2023 [Minute Nos. 64-74] be received and where necessary approved and adopted [**ENCLOSURE NO. 7**].

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

Chair of the Policy and Resources Committee to move that the proceedings of the confidential meeting held on 11 April 2023 [Minute Nos. 72-74] be received and where necessary approved and adopted [**ENCLOSURE NO. 8 - PINK**].

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 Chair 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 Chair 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 Chair know beforehand.

MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL HELD IN THE MAIN HALL, BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD ON WEDNESDAY 15 MARCH 2023 COMMENCING AT 6.00 PM

PRESENT

Councillor Birch [in the Chair]
Councillors Bacon, Banevicius, Bishop [from 6.03pm], Bullock, Coe, D Ennis, L Ennis, Evans, Flanagan, Gittings, Greensill, Norman, Taylor, Willis-Croft and Woodward

In attendance
S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk
Ms A James, Finance Officer
T/Chief Inspector K Green

One member of the public [from 6.22pm]

Councillor Birch confirmed that this was the last Town Council meeting before the elections on 04 May 2023. He welcomed T/Chief Inspector Karen Green to the meeting.

LICHFIELD POLICE BRIEFING
T/Chief Inspector Karen Green gave a snap shot of the challenges currently facing Burntwood. A hard copy of the briefing had been circulated at the meeting which stated that Sgt Kevin Royce covered the Burntwood and Chasetown area but they still faced challenges with recruiting staff and current staff capacity/capability. She stated that early focus, responsiveness, engagement, and partnerships was essential. T/Chief Inspector Green confirmed that a Mental Health Nurse was based at Lichfield and that the current faster response time was 13 minutes and 2 seconds [the target being 13 minutes].

T/Chief Inspector Green stated that local challenges included vehicle crime [which is over social media all of the time], violence especially violence against women and girls [which is dealt with by the public protection unit], youth coordination, community cohesion [the current situation in Cannock regarding asylum seekers] and cost of living crisis [shop lifting for food is on the increase]. She confirmed that crime reported % change in the last 12 months was up by 24% however, reported ASB % change in the last 12 months was down 33%.

T/Chief Inspector Green stated that the next 3 months would include a new Chief Inspector in post by May, student officers will continue to arrive – full strength resources by June, continuing to improve on investigation quality and outcomes and be more visible with proactive policing in the area.

Councillor Birch thanked T/Chief Inspector Green for the briefing and stated that the regular email updates received were very helpful. He asked if any Members wished to ask any questions.

Councillor Norman referred to stolen motor vehicles and asked if the majority of vehicles were being stolen for parts. T/Chief Inspector Green stated that the vehicles were not necessarily stolen for parts but exported to another country. Councillor Norman asked what the current average time was for answering 101 calls. T/Chief Inspector Green confirmed that it was 8-10 minutes and 999 calls were answered within 6 seconds.

Councillor Flanagan stated that good ground was being made in the fact that vehicle crime was coming down but he asked how does the public know that. He referred to regular social media posts from Cannock Police. T/Chief Inspector Green confirmed that it was a fine balance but the COMMS Team could always do more. Councillor Flanagan stated that constituents would appreciate more information.

Councillor Willis-Croft felt that the Neighbourhood Alerts are good however he highlighted the problems with e-scooters. T/Chief Inspector Green stated that within 6/8 weeks we should see some action by the Mobile Crime Team.

Councillor Woodward thanked T/Chief Inspector Green and felt on the whole the briefing was positive. She felt that the meetings held at Burntwood Leisure Centre were also a positive way to engage with members of the public. With regard to communication, loss of a printed media is a problem and there can be negative reaction on social media.

Councillor D Ennis referred to boundaries and asked if the data could be changed to reflect north Burntwood and south Burntwood as the data referring to Chasetown does not accurately reflect the area. T/Chief Inspector Green said that she was happy to ask the question.

Councillor Coe thanked T/Chief Inspector Green for doing an excellent job and gave a brief background into her involvement with Pathway. She said that Pathway staff and volunteers had attended domestic violence COMMS training where 3 police officers had made inappropriate comments. T/Chief Inspector Green stated that due to recent events regarding police officers, all police officers are being re-vetted at a higher level to include such things as social media records before they joined the Police.

PUBLIC FORUM

No questions were raised by members of the public.

81. APOLOGIES FOR ABSENCE

Councillors Brown [dispensation], Ho, Kirkham, M Place, R Place and Westwood.

82. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

83. MINUTES

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

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 12 January 2023 [Minute Nos. 66-80] be received and where necessary approved and adopted.

84. CHAIR'S REPORT

Councillor Birch read out the following statement:

Over the last year as Chair of Burntwood Town Council I have felt really privileged to be in this role and to have been asked to represent the interests of Burntwood Residents and the Council. I have been fortunate to meet many people who give so much for our community and to see the efforts made by volunteer organisations and those who contribute to them. They don't only impact positively in their own area of work but they contribute hugely to a more cohesive and caring society where people in need can be assured of finding support where there may otherwise be gaps in service provision.

In February I attended the celebration of Burntwood be a Friend obtaining charitable status. This was a milestone moment for them and one which they should be rightly proud of. Their work over the last few years has provided immeasurable support to our residents, including some of the most vulnerable. I have no doubt that we will see them go from strength to strength over the coming years. We must not forget however they as an organisation, and their volunteers also need support and I am sure this Council and you as individual Councillors will continue to offer that as will others.

On Friday 24th March I will be joining members of the University of the Third Age at Chasetown Methodist Church for their Group Fayre. All Burntwood Town Councillors are also extended the invitation if you wish to attend. They offer a range of life enhancing opportunities for older people, which benefit wellbeing, mental health as well as offering companionship and personal development opportunities.

I will also be attending the Annual Scout Parade in Lichfield on St George's Day which is Sunday 23rd April. The event will begin with a service at the Cathedral followed by a parade and salute at the Guildhall.

Greatly assisted by our Council Staff we held the charity quiz night in support of Papyrus, my chosen charity for the year. It was a very well supported event to raise both funds and awareness for this worthy cause. Not only do I need to thank those who attended and supported the evening I need to say a heartfelt thanks to the staff who were unfailing in their efforts to make the event a success. It only happened because of them and their hard work so on behalf of the charity and those who will benefit from the money raised I thank them again.

As we are coming to the end of the municipal year and the end of this Council's 4-year term, it is worth reminding ourselves of the achievements of this Council and our Community during our term in office. Being a Councillor is often challenging, regularly thankless and at times leaves us questioning why we do it. It is therefore important to take some time to reflect on the good work that has been done and what has been achieved by our efforts in the community, working with our staff, volunteer organisations and members of our community. I would like to invite the Councillor Woodward who has been the Leader of this Council for the last 4 years to remind us all of what has been achieved Since May 2019 when we were all last elected.

Councillor Woodward stated that she believed that we had achieved all of the overarching aims and, in spite of the challenges thrown at us by the pandemic, the current economic climate, the increase in social isolation and fuel poverty, we had played a significant part in bringing the community together to create a Better Burntwood and she thanked all Members of this Council as she felt that all Members had contributed to this [at the meeting a briefing note highlighting the achievements of the Council from 2019 to 2023 was circulated]. Councillor Banevicius thanked the Leader and Councillor Bacon thanked the Chair.

[Councillor L Ennis left the meeting at 6:47pm]

85. MEMBERS QUESTIONS

Councillor D Ennis asked the following question:

I'm sure the Leader and most of the Council are, by now, aware of the decision by Staffordshire and Stoke-on-Trent Integrated Care Board [the ICB] to not continue with the contract for the running of Burntwood Health and Wellbeing Centre in March 2024. This would leave the town of Burntwood with one less GP surgery and force the distribution of 5,000 patients across the remaining three already overstretched surgeries. I know the Leader feels as strongly as I do on this subject because she's been at the same meetings, I have held by BH&WC's Patient Participation Group [The PPG].

I would like to ask the Leader what representations can Burntwood Town Council make and what assistance we can provide the PPG in the fight to reverse this decision to the detriment of the majority of Burntwood residents.

Councillor Woodward provided the following response:

Yes, I very much share Councillor Ennis's concerns and am grateful to him for bringing this to wider attention. I'm also grateful to Councillor Norman who has ensured that this issue is properly scrutinised at Lichfield District Council.

I think there are three immediate things we can do: firstly, if members agree, we can write as a Council to the ICB to express our serious concerns that the "dispersal" of nearly 5000 patients at this surgery will have an adverse impact on all local surgeries and particularly on patient care. We all know how difficult it is now to get appointments and how great a worry this is for local residents.

Secondly, we can all do what we can as individual patients to give our own views, both to the ICB and to our own GP practices and Patient Participation Groups.

Thirdly, we can support the Save Our Surgery group formed by the Patient Participation Group at the Burntwood Centre by promoting their campaign and joining in with their actions (eg demonstration at the Centre on Saturday 25th March at 11am).

I hope all members will support these proposals.

86. ANNUAL MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2022-23

Councillor Woodward referred to the Town Council meeting held on 29 July 2020 where Councillor R Place referred to paragraph 3.2 under the heading of Legal Requirements and asked why the Town Council publishes their record of attendance of Members when it was not a legal requirement for the Town Council to do so. The Town Clerk stated that this was for transparency purposes.

Councillor Woodward felt that we are still a transparent council and will continue to be.

RESOLVED That the report detailing the annual Members meeting attendance for the municipal year 2022-23 be noted.

87. CALENDAR OF MEETINGS

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

RESOLVED That the calendar of Meetings for 2023/24 be received and adopted.

88. FINANCIAL UPDATE TO END JANUARY 2023

The Finance Officer explained that the table was a standard report produced by the accounts system and the label of the '% Spent' column was slightly misleading. For income items it is actually the percentage of income received compared to budget and thus a percentage over 100%, such as for CCLA interest, is positive.

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

RESOLVED That the report of income and expenditure compared to budget for the first 10 months of the financial year, April 2022 to January 2023 be received and noted.

89. EARMARKING OF RESERVES AT FINANCIAL YEAR END

Councillor Woodward referred to the column Old Mining College and Street Lighting and asked if the unspent 22/23 budget could go into General Reserves.

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

RESOLVED That the potential earmarking of reserves at year end 2022/23 Budget Statement be received and noted, and the suggested General Reserves of the underspend be approved.

90. PLANNING AND DEVELOPMENT COMMITTEE – 17 JANUARY 2023 AND 15 FEBRUARY 2023

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

RESOLVED That the Minutes of the Meeting of the Planning and Development Committee held on 17 January 2023 [Minute Nos. 48-52] and 15 February 2023 [Minute Nos. 53-57] be received and where necessary approved and adopted.

91. COMMUNITY AND PARTNERSHIPS COMMITTEE – 09 FEBRUARY 2023

Councillor D Ennis referred to Minute No. 53 – His Majesty King Charles III Coronation – Gifts to School Children and asked if Ridgeway Primary School even though not in the Parish of Burntwood could be included. The Town Clerk confirmed that he had received an email from Ridgeway Primary School regarding partnership working.

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 09 February 2023 [Minute Nos. 45-55] be received and where necessary approved and adopted.

92. POLICY AND RESOURCES COMMITTEE – 09 FEBRUARY 2023

Councillor D Ennis referred to Minute No. 59 – Works Programme and asked how far back this goes and raised the issue of defibrillators in redundant phone boxes. He explained that the Town Council own and currently have 3 redundant phone boxes and we already have the 3 defibrillators so he felt that the work should happen as soon as possible.

Councillor Evans felt that it was really important that the defibrillators were installed as soon as possible and thanked Councillor D Ennis for the work he had undertaken.

It was agreed that the installation of defibrillators would be included in the Works Programme and the Town Clerk confirmed that BuRRT would be going out to undertake a survey of works.

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 09 February 2023 [Minute Nos. 50-63] be received and where necessary approved and adopted.

93. APPOINTMENT OF INTERNAL AUDITOR

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

RESOLVED That the appointment of Sandra Morris from Black Rose Solutions Limited as Internal Auditor for the current financial year 2022/23 and the three following years from 2023/24 to 2025/26 be ratified and authorise the Town Clerk to sign the Letter of Engagement on behalf of the Town Council.

94. 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.

95. CONFIDENTIAL MINUTES

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

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

RESOLVED That the Confidential Minutes of the Meeting of the Town Council held on 12 January 2023 [Minute Nos. 78-80] be received and where necessary approved and adopted.

96. POLICY AND RESOURCES COMMITTEE – 09 FEBRUARY 2023

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

RESOLVED That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 09 February 2023 [Minute Nos. 61-63] be received and where necessary approved and adopted.

[The Meeting closed at 7:08 pm]

Signed …………………………………………

Date …………………………………………..

BURNTWOOD TOWN COUNCIL CODE OF CONDUCT

1. INTRODUCTION

In accordance with the Localism Act 2011, section 27 Burntwood Town Council has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members[1] whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council. The Code of Conduct does not apply to what members do in their private and personal lives[2].

Conduct in public life
When acting in your capacity as a member of Burntwood Town Council you must promote and support high standards of conduct. You shall have regard to the following principles:

Selflessness
You should act solely in terms of the public interest and should not seek to gain financial or other material benefits for yourself, your family, your friends, organisations or groups.

Integrity
You should not place yourself under any situation where your integrity may be questioned, you should not behave improperly and should avoid the appearance of such behaviour.

Objectivity
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit.

Accountability
You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office.

Openness
You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

Honesty
You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

1 For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

2 When in engaging in political activities such as canvassing for re-election members are not acting in their official capacity, and for the purposes of this Code of Conduct, such political activities are considered part of a member's private and personal life.

AGENDA ITEM 10 – ENCLOSURE NO. 3

Leadership
You must promote and maintain high standards of conduct by supporting these principles through leadership and by example and should act in a way that secures or preserves the confidence of others. You must have due regard to the impartiality and integrity of the authority's statutory officers and its other officers.[3]

3. MEMBER OBLIGATIONS

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.

2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.

3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.

4. He/she shall use the resources of the Council in accordance with its requirements.

5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer of Lichfield District Council the interests which fall within the categories set out in Appendices A and B.

6. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.

7. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.

8. If the nature of the interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you, or a person connected to you, being subject to violence or intimidation, the interest must not be included in any published version of the Register of

3 Members may express themselves robustly in representing their or their constituents' views, although where a member engages in a sustained or systematic challenge of an officer which is unfounded or in any way unreasonable, such conduct would fall within the scope of this code.

Interests, or to be entered into any copy of the register that is made available to the public.[4][5]

Declaration of interests at meetings

9. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only must declare the nature of the interest at the meeting if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

10. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

11. Where a matter arises at a meeting which relates to an interest in Appendix B the member shall not vote on the matter. He/she may speak on the matter only if members of the public are not allowed to speak at the meeting.

12. A member only must declare an interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

13. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

14. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if the member has an interest in Appendices A and B if the Council considers that:

    (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;

4 Instead the Register of Interests may state that a member has an interest the detail of which are withheld under section 32(2) of the Localism Act 2011.

5 If the member is required to disclose such an interest in a meeting, the member need not disclose the interest, but merely the fact that the member has a disclosable pecuniary interest in the matter concerned.

(b) without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;

(c) granting the dispensation is in the interests of persons living in the authority's area,

(d) it is otherwise appropriate to grant a dispensation.

Allegations of a failure to comply with the Code of Conduct.

15. All complaints alleging a failure to comply with the Code of Conduct will be considered in accordance with a procedure agreed by the Council.

APPENDIX A

Interests defined by regulations made under section 30(3) of the Localism Act 2011 and described in the table below.

SUBJECT	DESCRIPTION
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 of the Code of Conduct for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director or an incorporated body or holds the beneficial interest in securities*) and the Council: (a) under which the goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to the member's knowledge: (a) the landlord is the Council; and (b) the tenant is a body in which the member, or his/her spouse or civil partner with whom the member is living as if they were spouses/civil partners has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to the members knowledge) has a place of business or land in the area of the Council; and (b) either: (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act

2000 and other securities of any description, other than money deposited with a building society.

APPENDIX B

An interest which relates to or is likely to affect:

(i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

(ii) any body, other than another local authority:

  (a) exercising functions of a public nature;
  (b) directed to charitable purposes; or
  (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

  of which the member of the Council is a member or in a position of general control or management;

(iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

AGENDA ITEM 10 – ENCLOSURE NO. 3

Burntwood Town Council

24th May 2023

Annual Governance and Accountability Return for financial year 2022/23 including Statement of Accounts

1.0 Purpose of Report

1.1 To seek approval and signature of the Annual Governance and Accountability Return for 2022/23 including completion of the Annual Governance Statement. Also to update the Town Council on income and expenditure during 2022/23 and its assets and liabilities at the end of the financial year on 31st March 2023.

2.0 Background

2.1 All smaller authorities are required to complete an Annual Governance and Accountability Return (AGAR) at the end of the financial year and to publish certain information on their website. Intermediate authorities (those with either gross income or gross expenditure exceeding £25,000) are required to complete the Form 3 version of the return and to approve and submit it to the external auditors, Mazars, by 30th June. The AGAR includes a report by the Internal Auditor, an Annual Governance Statement, which must be completed by the Town Council and the Accounting Statements, completed by the Responsible Financial Officer.

3.0 Annual Governance Statement

3.1 The Annual Governance Statement (AGS) consists of 8 statements which seek to assure that various aspects of a sound system of internal control were in place during the financial year. The Council needs to consider them individually and answer Yes or No to each, in particular taking account of the comments of the Internal Auditor in the preceding Annual Internal Audit Report.

3.2 A new Internal Auditor, Black Rose Solutions Ltd (Sandie Morris) was appointed in March and carried out interim and final audits in late March and late April respectively. Her more detailed report will be presented to the next meeting of the Policy and Resources Committee for consideration of the various recommendations. However, she concluded that 'I found no material errors, omissions or irregularities in your financial records and I have no significant concerns about your internal control procedures'. She therefore ticked all the required boxes (except for box K which does not apply) and signed off the Internal Audit Report within the AGAR.

4.0 Accounting Statements

4.1 The Accounting Statements include high level figures completed on an 'Income and Expenditure' accounting basis. More detail on the end of year financial position is shown in the reports that follow. The Statements need to be approved by Council and signed by the Chairman.

5.0 Income, Expenditure and Balances

5.1 Income and expenditure compared to the annual budget were previously reported to Council in September, November, January and March, after 4, 6, 8 and 10 months of the financial year respectively. The first table attached updates the figures to the end of March and also includes various year-end accounting adjustments. The actual figures, the annual budget and the % of budget spent (or % of budgeted income received) are shown for each budget item and cost centre. The annual accounts on an 'Income and expenditure' basis include adjustments which accrue income and expenditure to the financial year to which they relate. Thus, for example, expenditure already incurred for the 2023 Wakes is not shown under Events in this final 2022/23 report but as an asset (prepayment) on the Balance Sheet (because the event takes place, and the services are provided, in the 2023/24 financial year). Similarly Wakes pitch fees already received are treated as a liability (receipts in advance) as the service has still to be provided.

5.2 Total income for 2022/23 was 5.6% above budget at £479,642 (the precept plus other income of £121,119). The latter was 27% (£25,463) higher than budget, primarily due to traffic island sponsorship but also higher than expected OMC room hire income and leasing of 2 sheds in the OMC grounds plus a climate change grant towards LED lighting. Also £5,661 of CIL money was received and £3,030 for the cancelled Christmas 2021 event insurance claim, which were not included in the budget.

5.3 Total expenditure was £444,890, which was close to the budget at 98%. Expenditure was higher than budgeted on employee costs due to the higher than forecast National Pay Award and the creation of new posts for the Burntwood Response & Repair Team and Community Development work. Also, expenditure was higher on events, particularly the Jubilee Wakes (though that was intentional and covered from earmarked reserves) and the introduction of the producers' markets. Conversely there were underspends in certain OMC and cemetery running costs and the budget set for Public Conveniences was not required for that purpose after all. The budget for election expenses was not spent but put into earmarked reserves towards the cost of this May's elections.

5.4 Overall income was £34,753 higher than expenditure during the year, leading to an equivalent increase in total assets on the Balance Sheet at year end, which stood at £751,400. This was made up of £307,701 (41%) in General Reserves and £443,699 (59%) in Earmarked Reserves. These figures are reflected in the Accounting Statements in the AGAR.

6.0 Exercise of Public Rights

6.1 There is a statutory requirement for all councils to provide local electors and other interested parties with the opportunity to inspect the AGAR and supporting documentation. A notice must be published on the Council's website exactly one day before the required 30 working day inspection period commences and the chosen period must include the first 10 working days of July. In addition, the AGAR must be published as soon as possible after approval, subject to meeting the preceding conditions. The Council is therefore advised that, subject to approval of the AGAR at this meeting, the Notice for the Exercise of Public Rights will be published on Friday 2nd June for an inspection period starting Monday 5th June and ending on Friday 14th July.

7.0 Legal context

7.1 The Accounts and Audit Regulations require effective financial management by smaller authorities, which includes monitoring performance against budget during the year. They also require the completion of the AGAR and its submission for external audit by end June, together with certain additional information, and the publication of various information on the Town Council's website. In addition, the public must be given the opportunity to inspect the AGAR and supporting information for a specified period.

8.0 Recommendations

8.1 The Town Council is asked to:

8.1.1 Note the satisfactory assessment of the Internal Auditor in her AGAR report.

8.1.2 Complete the Annual Governance Statement with suggested answers of 'Yes' to all boxes and approve its signature by the Chair and the Town Clerk.

8.1.3 Approve the Accounting Statements for signature by the Chair.

8.1.4 Approve the Income and Expenditure and Balance Sheet reports for 2022/23.

8.1.5 Note the chosen period for the Exercise of Public Rights.

Contact Officer

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

01543 677166

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2023
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

AGENDA ITEM 12 - ENCLOSURE NO. 4B

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2023** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

AGENDA ITEM 12 - ENCLOSURE NO. 4B

Annual Internal Audit Report 2022/23

BURNTWOOD TOWN COUNCIL

www.burntwood-tc.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

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

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

Date(s) internal audit undertaken: 29/03/2023 28/04/2023

Name of person who carried out the internal audit: S. MORRIS ACMA

Signature of person who carried out the internal audit: [signature]

Date: 28/04/2023

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

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

AGENDA ITEM 12 - ENCLOSURE NO. 4B

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

BURNTWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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AGENDA ITEM 12 - ENCLOSURE NO. 4B

Section 2 – Accounting Statements 2022/23 for

BURNTWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	596,147	716,648	***Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.***
2. (+) Precept or Rates and Levies	344,734	358,523	***Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.***
3. (+) Total other receipts	114,719	121,119	***Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.***
4. (-) Staff costs	153,023	195,359	***Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.***
5. (-) Loan interest/capital repayments	0	0	***Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).***
6. (-) All other payments	185,929	249,531	***Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).***
7. (=) Balances carried forward	716,648	751,400	***Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).***

8. Total value of cash and short term investments	714,551	752,622	***The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	286,901	307,320	***The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.***
10. Total borrowings	0	0	***The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).***

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Alison James

Date 10/05/2023

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

as recorded in minute reference:

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

AGENDA ITEM 12 - ENCLOSURE NO. 4B

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of BURNTWOOD TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

AGENDA ITEM 12 - ENCLOSURE NO. 4B

Burntwood Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Corporate								
1176	Precept	344,734	358,523	358,523	0			100.0%	
1199	CCLA Interest	3,241	7,587	3,200	(4,387)			237.1%	
1205	Bank Account Interest	8	125	50	(75)			250.5%	
1206	CIL income	22,363	5,661	0	(5,661)			0.0%	5,661
	Corporate :- Income	**370,346**	**371,897**	**361,773**	**(10,124)**			**102.8%**	**5,661**
4998	CIL expenditure	0	21,000	0	(21,000)		(21,000)	0.0%	21,000
	Corporate :- Indirect Expenditure	**0**	**21,000**	**0**	**(21,000)**	**0**	**(21,000)**		**21,000**
	Net Income over Expenditure	**370,346**	**350,897**	**361,773**	**10,876**				
6000	plus Transfer from EMR	0	21,000						
6001	less Transfer to EMR	22,363	5,661						
	Movement to/(from) Gen Reserve	**347,983**	**366,236**						
104	OMCC								
1025	Sundry Income	1,458	1,857	756	(1,101)			245.7%	
1070	OMCC: Unit Rents	24,556	29,980	31,746	1,766			94.4%	
1071	OMCC: Unit Service Charges	19,409	25,730	27,832	2,102			92.4%	
1072	OMCC: Room Hire	1,202	1,036	180	(856)			575.6%	
	OMCC :- Income	**46,625**	**58,603**	**60,514**	**1,911**			**96.8%**	**0**
4019	Employee costs	15,866	22,104	18,777	(3,327)		(3,327)	117.7%	
4022	NNDR	7,610	7,610	7,914	304		304	96.2%	
4023	Water Rates	1,200	2,115	1,774	(341)		(341)	119.2%	
4040	Cleaning Contract	2,729	0	550	550		550	0.0%	
4041	Unlocking/Locking	0	0	1,040	1,040		1,040	0.0%	
4055	Energy	14,764	9,044	20,000	10,956		10,956	45.2%	
4056	Building & Grounds Maintenance	12,490	13,552	12,376	(1,176)		(1,176)	109.5%	519
4057	Telephones & Broadband	127	0	988	988		988	0.0%	
4059	Other Supplies and Services	2,306	2,386	5,200	2,814		2,814	45.9%	
4180	Professional Fees	5,675	320	7,677	7,357		7,357	4.2%	
4221	Insurance premiums	0	0	116	116		116	0.0%	
	OMCC :- Indirect Expenditure	**62,767**	**57,131**	**76,412**	**19,281**	**0**	**19,281**	**74.8%**	**519**
	Net Income over Expenditure	**(16,141)**	**1,472**	**(15,898)**	**(17,370)**				
6000	plus Transfer from EMR	0	519						
	Movement to/(from) Gen Reserve	**(16,141)**	**1,991**						

AGENDA ITEM 12 - ENCLOSURE NO. 4C

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105	Transport								
4064	Members Travel Expenses	0	0	50	50		50	0.0%	
	Transport :- Indirect Expenditure	**0**	**0**	**50**	**50**	**0**	**50**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(50)**	**(50)**				
107	Supplies & Services								
1025	Sundry Income	7	423	0	(423)			0.0%	
	Supplies & Services :- Income	**7**	**423**	**0**	**(423)**				**0**
4019	Employee costs	135,074	169,786	147,717	(22,069)		(22,069)	114.9%	
4057	Telephones & Broadband	1,859	2,295	2,912	617		617	78.8%	
4059	Other Supplies and Services	1,844	843	1,040	197		197	81.0%	
4060	Car Mileage: Employees	272	315	0	(315)		(315)	0.0%	
4120	Postage	390	0	500	500		500	0.0%	
4125	Franking Machine	309	0	0	0		0	0.0%	
4139	Computers & other office equip	8,385	10,270	7,280	(2,990)		(2,990)	141.1%	
4140	Website	400	450	1,560	1,110		1,110	28.8%	
4165	Advertising	915	92	520	428		428	17.7%	
4166	Newsletter	0	2,880	0	(2,880)		(2,880)	0.0%	
4170	Subscriptions to other bodies	250	35	520	485		485	6.7%	
4180	Professional Fees	999	999	1,352	353		353	73.9%	
4211	General office expenses	1,732	3,121	1,500	(1,621)		(1,621)	208.0%	
4212	Training & conferences	380	1,110	3,120	2,010		2,010	35.6%	
4220	Bank Charges	225	266	364	98		98	73.1%	
4221	Insurance premiums	4,061	4,596	4,223	(373)		(373)	108.8%	
4234	Audit	1,403	1,468	1,664	196		196	88.2%	
	Supplies & Services :- Indirect Expenditure	**158,496**	**198,525**	**174,272**	**(24,253)**	**0**	**(24,253)**	**113.9%**	**0**
	Net Income over Expenditure	**(158,489)**	**(198,102)**	**(174,272)**	**23,830**				
201	Street Lighting								
4055	Energy	475	892	765	(127)		(127)	116.6%	
4241	Maintenance	1,201	486	426	(60)		(60)	114.0%	
4242	Replacement	0	0	1,560	1,560		1,560	0.0%	
	Street Lighting :- Indirect Expenditure	**1,676**	**1,377**	**2,751**	**1,374**	**0**	**1,374**	**50.1%**	**0**
	Net Expenditure	**(1,676)**	**(1,377)**	**(2,751)**	**(1,374)**				
202	Bus Shelters								
4241	Maintenance	0	692	3,000	2,308		2,308	23.1%	
	Bus Shelters :- Indirect Expenditure	**0**	**692**	**3,000**	**2,308**	**0**	**2,308**	**23.1%**	**0**
	Net Expenditure	**0**	**(692)**	**(3,000)**	**(2,308)**				

AGENDA ITEM 12 - ENCLOSURE NO. 4C

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203	Christmas Lights								
4260	General Expenses	3,123	2,423	2,600	177		177	93.2%	
	Christmas Lights :- Indirect Expenditure	**3,123**	**2,423**	**2,600**	**177**	**0**	**177**	**93.2%**	**0**
	Net Expenditure	**(3,123)**	**(2,423)**	**(2,600)**	**(177)**				
204	Public Conveniences								
4241	Maintenance	0	0	20,000	20,000		20,000	0.0%	
	Public Conveniences :- Indirect Expenditure	**0**	**0**	**20,000**	**20,000**	**0**	**20,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(20,000)**	**(20,000)**				
205	Traffic Islands								
1030	Traffic Islands: Sponsorship	4,742	7,938	3,500	(4,438)			226.8%	
	Traffic Islands :- Income	**4,742**	**7,938**	**3,500**	**(4,438)**			**226.8%**	**0**
4241	Maintenance	6,402	5,926	7,717	1,791		1,791	76.8%	
4304	Signage	1,602	242	520	278		278	46.5%	
4306	NNDR: Traffic Islands	225	225	324	99		99	69.3%	
	Traffic Islands :- Indirect Expenditure	**8,228**	**6,393**	**8,561**	**2,168**	**0**	**2,168**	**74.7%**	**0**
	Net Income over Expenditure	**(3,486)**	**1,545**	**(5,061)**	**(6,606)**				
206	Hanging Baskets & Planters								
4241	Maintenance	419	328	600	272		272	54.6%	
	Hanging Baskets & Planters :- Indirect Expenditure	**419**	**328**	**600**	**272**	**0**	**272**	**54.6%**	**0**
	Net Expenditure	**(419)**	**(328)**	**(600)**	**(272)**				
207	Flagpole								
4241	Maintenance	30	12	114	102		102	10.8%	
	Flagpole :- Indirect Expenditure	**30**	**12**	**114**	**102**	**0**	**102**	**10.8%**	**0**
	Net Expenditure	**(30)**	**(12)**	**(114)**	**(102)**				
209	Coulter Lane Burial Ground								
4241	Maintenance	2,232	1,133	3,463	2,330		2,330	32.7%	
	Coulter Lane Burial Ground :- Indirect Expenditure	**2,232**	**1,133**	**3,463**	**2,330**	**0**	**2,330**	**32.7%**	**0**
	Net Expenditure	**(2,232)**	**(1,133)**	**(3,463)**	**(2,330)**				

AGENDA ITEM 12 - ENCLOSURE NO. 4C

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
211	Burntwood Town Strategy								
1120	BTS funding	0	5,000	0	(5,000)			0.0%	
	Burntwood Town Strategy :- Income	**0**	**5,000**	**0**	**(5,000)**				**0**
4754	BTS Projects	0	26,921	22,240	(4,681)		(4,681)	121.0%	
	Burntwood Town Strategy :- Indirect Expenditure	**0**	**26,921**	**22,240**	**(4,681)**	**0**	**(4,681)**	**121.0%**	**0**
	Net Income over Expenditure	**0**	**(21,921)**	**(22,240)**	**(319)**				
213	Events								
1090	Wakes - Pitch Fees	0	160	0	(160)			0.0%	
1100	Wakes Other Income	0	340	0	(340)			0.0%	
1101	Christmas	200	4,524	0	(4,524)			0.0%	
1102	Play in Parks/Summer Picnic	2,125	0	0	0			0.0%	
1110	Other events income	3,000	0	0	0			0.0%	
	Events :- Income	**5,325**	**5,024**	**0**	**(5,024)**				**0**
4262	Christmas Events	4,560	5,643	4,160	(1,483)		(1,483)	135.7%	
4390	Wakes (all expenditure)	0	35,677	15,600	(20,077)		(20,077)	228.7%	19,577
4399	Other events expendit inc mkts	4,497	7,547	0	(7,547)		(7,547)	0.0%	
4761	Play in Parks/Summer Picnic	2,598	7,766	7,280	(486)		(486)	106.7%	
	Events :- Indirect Expenditure	**11,655**	**56,633**	**27,040**	**(29,593)**	**0**	**(29,593)**	**209.4%**	**19,577**
	Net Income over Expenditure	**(6,330)**	**(51,609)**	**(27,040)**	**24,569**				
6000	plus Transfer from EMR	0	19,577						
6001	less Transfer to EMR	5,325	0						
	Movement to/(from) Gen Reserve	**(11,655)**	**(32,032)**						
214	Community Projects								
1025	Sundry Income	0	300	0	(300)			0.0%	300
	Community Projects :- Income	**0**	**300**	**0**	**(300)**				**300**
4764	Other Community Projects	9,970	1,640	2,080	440		440	78.9%	
4766	Community repairs/improvements	0	0	5,000	5,000		5,000	0.0%	
	Community Projects :- Indirect Expenditure	**9,970**	**1,640**	**7,080**	**5,440**	**0**	**5,440**	**23.2%**	**0**
	Net Income over Expenditure	**(9,970)**	**(1,340)**	**(7,080)**	**(5,740)**				
6000	plus Transfer from EMR	8,510	0						
6001	less Transfer to EMR	0	300						
	Movement to/(from) Gen Reserve	**(1,460)**	**(1,640)**						

AGENDA ITEM 12 - ENCLOSURE NO. 4C

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
215	SCAMP								
4550	SCAMP: Maintenance	0	0	161	161		161	0.0%	
4551	SCAMP: Insurance	0	0	406	406		406	0.0%	
	SCAMP :- Indirect Expenditure	**0**	**0**	**567**	**567**	**0**	**567**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(567)**	**(567)**				
216	Neighbourhood Plan								
4728	Neighbourhood Plan expenditure	303	0	0	0		0	0.0%	
	Neighbourhood Plan :- Indirect Expenditure	**303**	**0**	**0**	**0**	**0**	**0**		**0**
	Net Expenditure	**(303)**	**0**	**0**	**0**				
301	Civic Expenses								
1062	Fundraising	386	1,347	0	(1,347)			0.0%	801
	Civic Expenses :- Income	**386**	**1,347**	**0**	**(1,347)**				**801**
4360	Chairman's Expenses	0	0	100	100		100	0.0%	
4361	General Expenses	12	837	500	(337)		(337)	167.3%	
4368	Fundraising - Distribution	0	0	100	100		100	0.0%	
	Civic Expenses :- Indirect Expenditure	**12**	**837**	**700**	**(137)**	**0**	**(137)**	**119.5%**	**0**
	Net Income over Expenditure	**373**	**511**	**(700)**	**(1,211)**				
6001	less Transfer to EMR	386	801						
	Movement to/(from) Gen Reserve	**(13)**	**(290)**						
302	Better Burntwood incl. grants								
1020	External grants received	1,200	0	0	0			0.0%	
	Better Burntwood incl. grants :- Income	**1,200**	**0**	**0**	**0**				**0**
4416	Better Burntwood expenditure	9,022	26,206	26,000	(206)		(206)	100.8%	206
4417	External grant expenditure	30	0	0	0		0	0.0%	
4760	Stephen Sutton Bursary	0	0	1,000	1,000		1,000	0.0%	
	Better Burntwood incl. grants :- Indirect Expenditure	**9,052**	**26,206**	**27,000**	**794**	**0**	**794**	**97.1%**	**206**
	Net Income over Expenditure	**(7,852)**	**(26,206)**	**(27,000)**	**(794)**				
6000	plus Transfer from EMR	0	206						
6001	less Transfer to EMR	1,200	0						
	Movement to/(from) Gen Reserve	**(9,052)**	**(26,000)**						

AGENDA ITEM 12 - ENCLOSURE NO. 4C

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310	**Election Expenses**								
4701	Election Expenses	0	0	10,000	10,000		10,000	0.0%	
	Election Expenses :- Indirect Expenditure	**0**	**0**	**10,000**	**10,000**	**0**	**10,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(10,000)**	**(10,000)**				
401	**Burntwood Cemetery**								
1000	Burial Fees/Licences/Headstone	30,708	28,898	28,288	(610)			102.2%	
1001	Memorial wall plaques	114	214	104	(110)			205.3%	
	Burntwood Cemetery :- Income	**30,822**	**29,111**	**28,392**	**(719)**			**102.5%**	**0**
4019	Employee costs	2,083	3,469	3,214	(255)		(255)	107.9%	
4163	General Office Expenses	503	384	468	84		84	82.1%	
4810	Gravedigging: Main Contractor	5,380	5,230	5,658	428		428	92.4%	
4820	NNDR: Burntwood Cemetery	1,422	1,422	1,508	86		86	94.3%	
4863	Other Maintenance and Services	4,378	4,621	8,692	4,071		4,071	53.2%	
4864	Grounds maintenance	9,450	11,859	11,544	(315)		(315)	102.7%	
	Burntwood Cemetery :- Indirect Expenditure	**23,215**	**26,985**	**31,084**	**4,099**	**0**	**4,099**	**86.8%**	**0**
	Net Income over Expenditure	**7,607**	**2,126**	**(2,692)**	**(4,818)**				
404	**Church Street car park**								
4870	All maintenance & services	25	0	0	0		0	0.0%	
	Church Street car park :- Indirect Expenditure	**25**	**0**	**0**	**0**	**0**	**0**		**0**
	Net Expenditure	**(25)**	**0**	**0**	**0**				
501	**Capital Works**								
4901	OMCC Refurbishment works	47,749	16,653	36,642	19,989		19,989	45.4%	
	Capital Works :- Indirect Expenditure	**47,749**	**16,653**	**36,642**	**19,989**	**0**	**19,989**	**45.4%**	**0**
	Net Expenditure	**(47,749)**	**(16,653)**	**(36,642)**	**(19,989)**				
6000	plus Transfer from EMR	12,516	0						
	Movement to/(from) Gen Reserve	**(35,233)**	**(16,653)**						
	Grand Totals:- Income	**459,453**	**479,642**	**454,179**	**(25,463)**			**105.6%**	
	Expenditure	**338,952**	**444,890**	**454,176**	**9,286**	**0**	**9,286**	**98.0%**	
	Net Income over Expenditure	**120,501**	**34,753**	**3**	**(34,750)**				
	plus Transfer from EMR	**21,026**	**41,302**						
	less Transfer to EMR	**29,274**	**6,762**						
	Movement to/(from) Gen Reserve	**112,253**	**69,293**						

Burntwood Town Council Current Year

Balance Sheet as at 31st March 2023

31st March 2022				31st March 2023
		Current Assets		
849		Debtors	1,487	
82		Debtors	943	
3,862		VAT Refunds	3,172	
14,262		Prepayments	14,777	
427,697		Unity Trust Current A/c	465,625	
203,966		CCLA Public Sector Deposit Fun	203,966	
41		Petty Cash	49	
82,846		Barclays Deposit A/c	82,981	
733,606			**773,000**	
	733,606	**Total Assets**		**773,000**
		Current Liabilities		
14,276		Creditors	19,527	
387		Creditors	303	
2,156		Accruals	1,320	
140		Receipts in Advance	450	
16,959			**21,600**	
	716,648	**Total Assets Less Current Liabilities**		**751,400**
		Represented By		
	249,848	General Fund		307,701
	77,412	EM Reserve - Capital-Cemetery		77,412
	37,706	EM Reserve - Elections		47,706
	79,752	EM Reserve - Town Strategy		79,752
	72,958	EMR - Comm Projs/Better Bwood		73,492
	15,250	EM Reserve - Neighbourhd Plan		15,250
	59,736	EM Reserve - Old Mining Colleg		59,736
	1,232	EM Reserve - Defibrillators		1,232
	431	EMR - Civic Exps/Fundraising		712
	500	EM Reserve - SCAMP maintenance		500
	40,763	EM Reserve - Events		21,186
	51,974	EM Reserve - CIL money		36,636
	9,294	EM Reserve - Bus shelters		9,294
	3,000	EMR-S Sutton Bursary/Youth grt		4,000
	1,500	EM Reserve - Street Lighting		1,500
	15,291	EM Reserve - Public Convenienc		15,291
	716,648			**751,400**

Burntwood Town Council Current Year

Balance Sheet as at 31st March 2023

31st March 2022	**31st March 2023**

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman ______________________________ Date : ____________________

Signed :
Responsible
Financial ______________________________ Date :____________________

MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON TUESDAY 21 MARCH 2023 COMMENCING AT 6.00 PM

PRESENT

Councillor Flanagan [in the Chair]
Councillors Bacon, Birch, Bishop, Bullock, D Ennis, L Ennis, Gittings, Ho and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

58. APOLOGIES FOR ABSENCE

Councillors Banevicius and R Place.

59. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

The 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.

60. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and confirmed that the Minutes had been approved at Full Council on 15 March 2023.

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 15 February 2023 [Minute Nos. 53-57] be approved as a correct record.

61. INFORMATION FROM THE MINUTES

Planning Application 22/01703/FUH – 325 Lichfield Road - Erection of two storey and single storey extensions including remodelling of existing dwelling
Councillor Flanagan referred to the above planning application which was considered in detail by this Committee on 17 January 2023. He confirmed that following a lengthy debate this Committee had agreed the following:

AGENDA ITEM 13 – ENCLOSURE NO. 5A

"OBJECTION. This is a significant increase in the size of the dwelling and the impact on the Green Belt must be considered. The Planning Committee and Planning Officers need to address this in the context of Green Belt policy and consider whether it is believed it is over development in the Green Belt. The house can clearly be seen from the roadside so this may be impactive on the openness of the area".

However, Mr Flanagan stated that the Local Planning Authority had asked us to reconsider taking into account the following comments:

"I am contacting you with reference to the above application and the objection that you submitted against it. I have assessed the application carefully and the alterations that the applicant wishes to make to the property, meet the Green Belt criteria set out in the NPPF. The additions would amount to a 48% increase above the size of the original dwelling, within our 50% guide figure, albeit only by 2%.

Based on the above, would you be willing to retract your earlier objection against the proposal? If you wanted to make a recommendation that permitted development rights should be removed from the dwelling then this is something I will look to add into the report to ensure no further additions are added to the property".

In light of our previous comments and discussion, the Committee felt that the original objection still stood.

62. PLANNING APPLICATIONS

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

(a)	23/00142/FUH	Gorstey Ley	Mr and Mrs Wicks 22 Dove Close Burntwood	Erection of outbuilding to provide communication and sensory room

No objection in principle however the outbuilding shall only be used for ancillary purposes associated with 22 Dove Close and not sold or converted into residential accommodation at a later date.

(b)	23/00145/FUH	Gorstey Ley	Mr and Mrs Wicks 22 Dove Close Burntwood	Erection of first floor rear extension

No objection.

(c)	23/00152/FUH	Boney Hay & Central	Ms Powell 31 Sandown Close Burntwood	Erection of single storey side extension, new porch and rear conservatory

No objection in principle however the Local Planning Authority to ensure that there is still adequate parking.

(d)	23/00198/FUH	Chasetown	Mr Haynes & Miss Buckler Highfield House Pool Lane Burntwood	Erection of ground floor rear extension

No objection.

(e)	23/00201/FUL	Boney Hay & Central	Mr H Singh Corner Shop 150 Rugeley Road Chase Terrace	Erection of single storey rear extension to residential flat

No objection.

[The Meeting closed at 6.11 pm]

Signed ……………………………………….

Date ………………………………………….

AGENDA ITEM 13 – ENCLOSURE NO. 5A

MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON WEDNESDAY 12 APRIL 2023 COMMENCING AT 6.00 PM

PRESENT

Councillor Gittings [in the Chair]
Councillors Bacon, Birch, Bishop, Bullock and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

63. APOLOGIES FOR ABSENCE

Councillors Banevicius, D Ennis, L Ennis, Flanagan, Ho and R Place.

64. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

The 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.

65. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 21 March 2023 [Minute Nos. 58-62] be approved as a correct record.

66. INFORMATION FROM THE MINUTES

There was no information from the minutes to report.

67. PLANNING APPLICATIONS

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

(a)	23/00234/COU	Boney Hay and Central	Miss J Webster Glynwood Insurance Services 7 Bridge Cross Road Burntwood	Change of use from Class E to Sui Generis [Tattoo Parlour]

No objection.

(b)	23/00276/FUH	Chase Terrace	Mr and Mrs M Harvey 42 Thorpe Street Burntwood	Erection of single storey side and rear extension

No objection

(c)	23/00302/PNH	Boney Hay and Central	Mr T Pedley 21 The Crescent Burntwood	Prior Notification: single storey rear extension projecting 4.00m from the rear wall of the original dwelling and reaching a maximum height of 3.00m and eaves height of 3.00m

No objection.

(d)	23/00321/FUH	Gorstey Ley	Mr C Parkin 29 Rugeley Road Burntwood	Erection of garage to side and rear with new pitch roof to existing ground floor roof

No objection.

(e)	23/00331/FUH	Summerfield and All Saints	Ms L Hanslow 1 Hawthorne Crescent Burntwood	Erection of first floor side extension

No objection.

(f)	23/00353/FUL		Autosmart International Unit 9 Burntwood Business Park Zone 1 Attwood Road Burntwood	Application under Section 73 of the 1990 Town and Country Planning Act to vary condition 2 of permission 21/02037/FUL relating to the tanks and tank farms [retrospective]

No objection in principle, however, the Planning Officer needs to be mindful of the ecological impact as this is adjacent to an open wooded area and in the near vicinity of the Chasewater and Bleak House SSSI's. The Planning Officer to also ensure that as

AGENDA ITEM 13 – ENCLOSURE NO. 5B

this application is retrospective, that it is still compliant with the storage of chemicals and the associated regulations.

(g)	23/00397/FULM	Chasetown	Chasetown Football Club Church Street Burntwood	Installation of a replacement 3G sports pitch, flood lighting and erection of new spectator fencing and associated works

No objection.

[The Meeting closed at 6.13 pm]

Signed ……………………………………….

Date …………………………………………

AGENDA ITEM 13 – ENCLOSURE NO. 5B

MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON WEDNESDAY 05 APRIL 2023 COMMENCING AT 6.00 PM

PRESENT

Councillor Taylor [in the Chair]
Councillors Coe, D Ennis, Evans, Gittings, Ho and Woodward

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk
Ms K Horner, Community Development and Engagement Officer

PUBLIC FORUM

No questions were raised by members of the public.

56. APOLOGIES FOR ABSENCE

Councillors Kirkham, M Place and R Place.

57. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Taylor declared an interest in items relating to Burntwood Memorial Institute as he is a Trustee and Chair of their Committee.

Councillor Coe declared an interest in Agenda Item 6v. – Better Burntwood Fund [Pathway Project] as she was the Founder of Pathway and is currently a volunteer.

Councillor Woodward declared an interest in items relating to Burntwood Be A Friend as she is the Secretary to the Trust Board. Councillor Woodward declared an interest in items relating to Friends of Chasewater as she is a member.

58. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 15 March 2023.

Following a unanimous show of hands, it was

RESOLVED That the Minutes of the Community and Partnerships Committee held on 08 February 2023 [Minute Nos. 45-55] be approved as a correct record.

AGENDA ITEM 14 – ENCLOSURE NO. 6

59. INFORMATION FROM THE MINUTES

Councillor Woodward referred to Minute No. 49 – Community Engagement and in particular the Wharfside Community Gardens. She explained that this was a real opportunity for Burntwood residents and they were very interested in partnering with the Town Council by e.g. allocating some plots to Burntwood residents, as they have done with Hammerwich Parish Council and asked if this had been pursued. The Town Clerk confirmed that this was on his agenda to follow up after the elections on 04 May 2023.

Councillor Woodward referred to Minute No. 50.2 – Better Burntwood Fund [Cherry Orchard Garden Services] and in particular the resolution and was of the understanding that the grant had now been allocated. She asked if the updated information could be shared with Councillors so that they are aware of the project e.g. for signposting purposes.

Councillor Woodward referred to Minute No. 53 – His Majesty King Charles III Coronation – Gifts to School Children and asked for an update. The Town Clerk confirmed that schools had been offered a tree. Members were informed that one school had declined due to the fact that they already have a large number of trees on site and inspection/maintenance issues. Members suggested offering them a planter. The Town Clerk confirmed that the bookmarks were currently been designed. The Town Clerk referred to the £1,000 which had been agreed for the re-cyclable bookmarks and English bareroot oak sapling and asked if any remaining budget could be spent on a flag and bunting. The bunting could be erected at Princes Park, Swan Island, Sankey's Corner, and the Old Mining College. This was **AGREED.**

Councillor Taylor referred to Minute No. 54 – Email Newsletter Review and confirmed that the production of the monthly newsletter had been handed over to Council staff.

Councillor Woodward referred to Minute No. 55 – 2023 Wakes and asked what support the District Council was going to offer. The Town Clerk confirmed that the District Council had offered £5,000. Councillor D Ennis confirmed that he was currently in talks with the Chief Executive Officer of Lichfield District Council in the hope of working in partnership rather than customer and a supplier as the Leisure Centre has now been brought back in-house.

60. COMMUNITY ENGAGEMENT

Councillor Taylor referred to Minute No. 42.1 – Burntwood Be A Friend and asked what the current situation was in relation to the resolution. Councillor Woodward stated it was her understanding that they had not heard back from the Housing Ombudsman and that there was a lot of detail to work through to bring two organisations together if that was the way forward.

Members were informed that the Community Development and Engagement Officer had delivered a Dementia Friends session for Chasetown FC staff on Saturday 01 April, the Children's Sunflower Competition had been launched and was currently in the process of re-launching the Community Seed Share. She confirmed that she had had meetings with Lichfield Pride who were looking at ways to expand into the District and Lichfield Garrick Theatre who were looking at ways to engage more with the community, in particular Burntwood, and who were looking at recruiting a Trustee from Burntwood.

Councillor Woodward stated that she was involved in talks with Friends of Chasewater relating to Dementia Action Week [15-21 May 2023] and a suggestion had been to create a "collage".

Councillor Coe referred to the pedestrianisation scheme of Lichfield City Centre in particular the Market Square and Bore Street. Councillor Ho confirmed that additional disabled parking had been provided in other car parks around the City.

Councillor Woodward referred to the closure of the Burntwood Health and Wellbeing Centre. The current GP provision is set to end early next year when the current contract with the GP provider ends, even though a replacement facility will not be built until 2025. Councillor Woodward stated that concerns had been raised as there currently is only a small number of referral from Burntwood residents relating to drug and alcohol services, dementia services, mental health issues etc.

Councillor Ho confirmed that questions had been raised by Members when members of the ICB's management had attended a Lichfield District Council's Overview and Scrutiny Committee meeting held on 16 March 2023. Members had been told that a lot of the patients registered at the Health and Wellbeing Centre lived outside of Burntwood.

Councillor Evans felt that access to mental health services for young people needed to be addressed.

61. BETTER BURNTWOOD FUND

61.1 Burntwood Dragons and Phoenix FC

The Town Clerk confirmed that the purpose of the grant was to help with purchasing of football training equipment including footballs, bibs, cones etc to enable the development and progress the childrens abilities. He confirmed that over the last 12 months the Club had received funding from the District Council from their Climate Change Fund.

Councillor Woodward referred to the rules for consideration and in particular a recent balance sheet or reasonable explanation of the organisation's finances must be provided and the Town Clerk confirmed that this information was obtained.

Councillor D Ennis supported the application and confirmed that some of the training sessions do take place at Burntwood Leisure Centre. Councillor Ho also supported the application and stated that the majority of players live within the Parish of Burntwood and that the Club also have a good working relationship with Hammerwich Parish Council. Councillor Evans said that it was also important to recognise the health benefits.

Members discussed concerns about some of the activity around Coppy Nook Lane on match days including problems with litter and parking and some occasional misbehaviour [quite possibly from visiting supporters]. The Town Clerk stated that he would be happy to talk to the Club about mitigating some of these concerns and offer help where appropriate.

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

RESOLVED That £500 be awarded to Burntwood Dragons and Phoenix FC from the Better Burntwood Fund towards the purchase of football training equipment and that the Club also apply for a grant from Hammerwich Parish Council, as the Club's base is located in Hammerwich, although it was fully recognised the support and opportunities the Club offers to residents of Burntwood.

61.2 Midland Soccer Academy

The Town Clerk confirmed that the purpose of the grant was to purchase a portable defibrillator for the walking football sessions.

Councillor D Ennis confirmed that the purchase of the Cherry Close Youth Centre had gone through and that the Club had been offered facilities at Redwood Park however the Club have declined this offer due to the number of pitches available. He confirmed that there is currently a defibrillator in situ on the building.

It was proposed by Councillor Taylor and following a unanimous show of hands it was

RESOLVED That the application be deferred until a clearer understanding of the following issues are received:

- The maximum value of the grant would be £500. A defibrillator would likely cost over £1,000. Where is the Club going to secure the rest of the funds from?
- Why a mobile defibrillator? The Town Council understands that there is a unit in place at Open House.
- What are the Club's plans after Open House is no longer available? Have the Club had any conversations about a new location? Is there anything the Town Council can do to help.

61.3 Lichfield Pride

Members were informed that the purpose of the grant was to design and purchase window stickers for the businesses of Burntwood [to incorporate into the design "Burntwood supports Lichfield Pride". Any remaining funds would be spent on, i.e. flags, bunting, banners etc.

Councillor Gittings referred to the organisation called Stonewall [a lesbian, gay, bisexual and transgender rights charity in the UK] whose campaigns drive positive change in public attitudes and public policy not just a one-off yearly event and some stickers.

Councillor Woodward stated that the Town Council was looking at forming long term partnerships and raising awareness.

Councillor Ho raised concerns about the amount requested as this seemed a lot for stickers however, Councillor Taylor explained that the costs included the administration and vetting of businesses before handing out stickers.

Councillor D Ennis thought that better wording for the purpose of the grant would have been "marketing". Councillor Ho stated that it may be a little naïve of him but he hoped that all businesses would already demonstrate/show their support for Lichfield Pride and the LGBTQ+ community.

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

RESOLVED That £500 be awarded to Lichfield Pride from the Better Burntwood Fund to design and purchase window stickers, flags, bunting, banners etc to incorporate the Town Council logo.

61.4 Fun Club Hub

Members were informed that the purpose of the grant was to organise and deliver a Big Lunch.

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

RESOLVED That £500 be awarded to Fun Club Hub from the Better Burntwood Fund towards a Big Lunch at Chasetown Football Club.

61.5 Pathway Project

Members were informed that the purpose of the grant was to raise awareness of The Staffordshire Pathway Project.

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

RESOLVED That £500 be awarded to Pathway Project from the Better Burntwood Fund towards raising awareness of Pathway's work in Burntwood.

61.6 Chasetown Football Club

Councillor D Ennis referred to Minute No. 50.1 and in particular the resolution.

Councillor Taylor sought confirmation that, despite the Town Council having moved away from this sort of grant process for the year 2023/24, funds were still available for this request. The Town Clerk confirmed that for 2023/24 there was still enough grant money for the commissioning process, Burntwood Lions and approximately 14 up to £500 Better Burntwood Fund applications.

Councillor Ho thought the Club was an important pillar of the community.

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

RESOLVED That £5,000 be awarded to Chasetown Football Club from the Better Burntwood Fund towards providing a new 3G pitch and other associated development.

62. WARMER WELCOME FUNDING

The Community Development and Engagement Officer showed Members a detailed presentation/slides which had been prepared by Mrs Esther Allen from Spark. It was **AGREED** that the presentation would be emailed to Members. It was hoped that the initiative would continue during the summer as Members felt that social isolation does not disappear during the warmer months. It was suggested that the initiative could possibly be rebranded.

Members discussed the process of allocating the funding and Members felt that the Town Council needed to be pro-active and able to move quickly and would hate to see it die down during the summer month. However, Councillor Woodward stated that the applications needed to be for future projects [i.e. new board games] and not for items already purchased. She also mentioned the need to think about sustainability and perhaps look at other venues.

Councillor Woodward said that she was personally very proud of this initiative and this is something we could build on and learn from.

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

RESOLVED That Option 1 – the Town Clerk in consultation with the Leader, Deputy Leader and Leader of the Opposition Group via email be agreed for processing of allocating funding to Warmer Welcome host organisations.

63. STEPHEN SUTTON BURSARY UNDERSPEND

The Community Development and Engagement Officer stated that since writing her report about the Stephen Sutton underspend, that had accompanied the agenda, things had evolved slightly. She explained that she had had conversations with a number of people who provide opportunities locally for young people, as well as visiting Fun Club, and on reflection she was not sure an open grant scheme as she initially suggested in the report was the way to go.

The Community Development and Engagement Officer explained that a better option may be to develop a project in partnership with identified youth service providers, so that the Town Council can take the advice and experience of those we know who work with young people in Burntwood and therefore know what works and what may have been tried before unsuccessfully, and use that to agree how this money should be invested:

- Any scheme would be intended to improve opportunities for local young people, promote engagement, and increase a sense of citizenship.
- Any scheme would be co-produced with young people, local groups and other stake holders.
- It may be possible to work in collaboration with other organisations to potentially lever in more funding.
- The Committee is requested to delegate authority to deploy this funding at the discretion of the Town Clerk, with the agreement of the Leader and Chair of this Committee.

The Town Clerk confirmed that he was to hold a zoom meeting with Karen Creavin, Chief Executive of The Active Wellbeing Society with regard to reducing anti-social behaviour.

Councillor Ho stated that better communication was needed when re-launching the Stephen Sutton Bursary and referred to Minute No. 52 – Stephen Sutton Bursary and in particular the resolution and asked if Jane Sutton had been contacted. The Town Clerk confirmed that this was on his agenda.

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

RESOLVED That a grant of £3,000 be allocated to fund a partnership with a youth organisation and that a report be brought back to the Committee in due course.

64. UPDATE ON WHITE GOODS SCHEME – BURNTWOOD LIONS

Members were referred to Minute No. 22 – White Goods Scheme [10 August 2022] where the Scheme had been discussed in depth.

Councillor Evans stated that the organisation does a tremendous job and are really important and Councillor Taylor felt that this was a good example of maximisation of Town Council funds.

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

RESOLVED That £3,000 be awarded to Burntwood Lions from the Better Burntwood Fund towards the White Goods Scheme.

65. 2023 WAKES

Members were informed that a quotation had been received today from Cannock Chase Radio relating to the "music" part of the event but Members and Staff had not had time to unpick it in detail.

With regard to the Wakes Working Group, Councillor Woodward suggested membership could be from people who bring something to the table i.e. marketing, event management advice etc.

Videographer/Photographer
The Town Clerk asked if the Committee would consider employing a videographer/ photographer to record this year's Wakes and produce a brief promo film. The cost of £500 would include 1 day shoot [camera operator]; camera, lens, motorised gimble; drone; edit and digital copy of finished video. He confirmed that the expenditure could come from the £16,000 Wakes budget.

Councillor Taylor stated that with marketing of the event going forward a drone of the whole field would be excellent.

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

RESOLVED That £500 be allocated from the £16,000 Wakes budget for a videographer/photographer.

66. 2023 PLAY IN THE PARKS

The Town Clerk confirmed that Keon Homes and Chasetown Civil Engineering had provided sponsorship to cover two of the events which would now enable the Town Council to provide a packed lunch.

The Town Clerk confirmed that Redwood Park and Burntwood Leisure Centre venues were still to be firmed up.

Councillor Woodward thanked the Chair and Vice-Chair for chairing this community driving forward committee.

[The Meeting closed at 7.45 pm]

Signed ……………………………………………….

Date …………………………………………………..

AGENDA ITEM 14 – ENCLOSURE NO. 6

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON TUESDAY 11 APRIL 2023 COMMENCING AT 6.00 PM

PRESENT

Councillor Norman [in the Chair]
Councillors Evans, Taylor and Woodward

In attendance
S Lightfoot, Town Clerk
Ms J Minor, Deputy Town Clerk

PUBLIC FORUM

No questions were raised by members of the public.

64. APOLOGIES FOR ABSENCE

Councillors Bacon, Birch, D Ennis, Flanagan, M Place, R Place and Westwood.

65. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in any discussions regarding the purchase of the former Chase Terrace Methodist Church Building as she was a former member of the Church.

Councillor Evans declared an interest in any discussions regarding the purchase of the former Chase Terrace Methodist Church Building as she was a former member of the Church.

66. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 15 March 2023.

Councillor Evans referred to Minute No. 51 – Declarations of Interest and Dispensations and asked if her interest in Agenda Item 11 – Purchase of the Former Chase Terrace Methodist Church Building, as she was a former member of the Church, could be recorded.

RESOLVED That the Minutes of the Policy and Resources Committee held on 09 February 2023 (Minute Nos. 50-63) be approved as a correct record.

67. SCHEDULE OF PAYMENTS

Councillor Woodward referred to the payment made to The Stambridge Group Limited (open/close Cemetery & OMC Alarm Call Outs – Aug to Dec 2022) in the sum of £1,221.50 plus VAT and asked what proportion related to the Old Mining College alarm call outs. The Town Clerk confirmed that the problems arising from the alarm had now been resolved.

Post Note: The invoice relates to 5 call outs at £25 per call out totalling £125 plus VAT.

Councillor Woodward referred to the payments made to G E Collis and Sons Limited relating to work to the finger posts and asked if the Town Clerk had let Mr Chamberlain and Councillor Greensill know of the progress made. The Town Clerk confirmed that he had.

RESOLVED That the payments from 30 January 2023 to 31 March 2023 in the sum of £61,673.61 be approved.

68. WORKS PROGRAMME

Members referred the works programme in depth, page by page. Councillor Norman referred to the additional planters and flower displays around the town and asked if a target date of 01 June 2023 could be added to the works programme. Councillor Taylor together with Councillor Woodward stated that it was interesting to note that the planters at Sankey's Corner had flowers in them. The Town Clerk confirmed that the Response and Repair Team Member would be going out within the next couple of days and will take a look as no-one had emailed him to say that they were planting up the planters.

Councillor Norman asked what the current situation regarding the delivery and installation of the new bus shelter on Chase Road was. The Town Clerk confirmed that the delivery was still being looked at. The Deputy Clerk confirmed that the delivery of the bus shelter was still a problem as the weight was 40+ stone. The company thought that the Town Council had a forklift on site. Councillor Evans thought that this should have been made clear when ordering the shelter.

Councillor Norman referred to the restoration of the finger posts and asked the Town Clerk if we had a target date in mind or was it going over two year's budgets. The Town Clerk said they were to be completed in this year's budget but the work is being carried out between other calls on their time.

Members deferred the discussion on the purchase of the Former Chase Terrace Methodist Church Building to confidential.

A target date of 01 June 2023 was added for the installation of three defibrillators in the redundant phone boxes. Councillor Taylor said that the phone box outside of Heron Foods had been removed.

69. REVIEW OF ENVIRONMENT PLAN

The Town Clerk explained that he had received information regarding solar opportunities at the Old Mining College from Advantage Utilities. The sustainability team had modelled the system based on our consumption and roof space. Once the information had been reviewed and confirmed, then Advantage Utilities would tender it out to one of their suppliers so that a proposal could be drawn up and formal costings obtained. Advantage Utilities had provided some indicative costings for a 6.8kWP solar installation which are estimated at £12,658 depending on equipment and a summary (which was circulated at the meeting). Councillor Taylor thought the Export 146kWh (2%) was pitiful and Octopus Energy currently had a far better buy back rate.

Councillor Woodward referred to Page 3 of the Environment Policy Action Plan 2021 to 2023 and felt that the (a) Introduce environment performance as a discussion item at future tenants' meetings and (b) Explore scope to include environmental performance targets in tenants' leases were applicable and asked the Town Clerk to review this. The Town Clerk stated that it was hard to gather data and we had not much power to enforce however he would work co-operatively with the tenants. Going forward the Town Clerk suggested a new plan could be worded differently to reflect what can be achieved working with tenants.

Councillor Norman referred to Page 4 and in particular the Town Council will, where practical, avoid buying products that have poor environmental performance ratings and he stated that this needed to be looked into.

Councillor Taylor referred to Page 5 and in particular the allocation of CIL. The Town Clerk stated that he had had an idea to pro-actively advertise the scheme in order to "green-up" our Town and confirmed that the Town Council had recently received £7,665.19 from the Burntwood Neighbourhood CIL – April 2023 Transfer. Councillor Woodward referred to the cycle racks and the Town Clerk confirmed that he was just waiting for landlords' permission. It was **AGREED** that a report regarding CIL would go to the next Committee meeting.

Councillor Woodward referred to the Priority List which had been discussed previously and Councillor Norman stated that the Town Council needed a clear view/priority for how the money is spent.

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

RESOLVED That the content of the report be noted and the Town Clerk be directed to further investigate the installation of solar panels for the Old Mining College, work with appropriate supplier and produce a detailed report for consideration.

70. REVIEW OF THE SCALE OF CHARGES - BURNTWOOD CEMETERY

Councillor Woodward asked for this item to be deferred as she felt that there was not enough information provided (e.g., on income and expenditure) for her to make a decision. Councillor Taylor asked if the Town Council had thought about reducing the fees.

The Town Clerk confirmed that the Town Council was breaking even and c£77,412 was in the earmarked capital reserves. He also suggested a strategic plan around perhaps marketing of the cemetery was needed.

It was proposed by Councillor Norman, seconded by Councillor Taylor, and following a show of hands (three For; one Against) it was

RESOLVED That a 5% increase be applied to the Cemetery Fees.

71. COMMUNICATIONS DELIVERY PLAN

The Town Clerk explained that since the loss of free printed newspapers delivered to homes in Burntwood it had been a challenge to get messages to local people in a consistent and timely manner. The rise in social media, whilst very useful and cost-effective, means that messages can be lost in the huge amount of information and commentary that is available. Whilst many people do use social media regularly, there are significant numbers who do not and will miss messages. He confirmed that in January 2023, Members had agreed a budget of £7,200.

Councillor Taylor referred to Postermywall and asked if the Town Council could convert to Canva. He also referred to the newsletter and asked if this could be added to the Communications Plan. He confirmed that we currently had 211 subscribers.

With regard to the website, the Town Clerk confirmed that the website dated from late 2007 and since then, technology and design has moved on and the current website looked tired and users have reported navigation is difficult. He confirmed that a proposal has been sought from a specialist local company who suggested an all-inclusive package of £229 per month (e-mango the current provider charges website hosting and support at £400 per annum). Councillor Taylor said that the Town Council needed to own the domain name.

Following a pilot leaflet delivery in 2022 (which was considered a reasonable success) the Town Clerk proposed that two leaflets per year could be produced to promote activities such as the Wakes, Play in the Parks, the Markets, and the Christmas events. The design would include a calendar and Council information. The leaflet would be A5 in size and printed on both sides.

It was proposed by Councillor Woodward, seconded by Councillor Evans, and it was

RESOLVED That the content of the report be noted and the actions and expenditure as detailed in the report be approved. That the Town Clerk be directed to negotiate with local website design companies to produce a new website, subject to financial regulations and best value.

72. 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.

73. CONFIDENTIAL MINUTES

See Confidential Minute.

74. PURCHASE OF THE FORMER CHASE TERRACE METHODIST CHURCH BUILDING

See Confidential Minute.

(The Meeting closed at 7.15 pm)

Signed ………………………………………… Dated …………………………………………………

AGENDA ITEM 15 – ENCLOSURE NO. 7