



The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

Tel: 01543 677166
Email: townclerk@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: GH/JM

15 June 2021

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held at **Burntwood Memorial Institute, Rugeley Road, Burntwood on Thursday 24 June 2021 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Graham Hunt
Town Clerk

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS AND DISPENSATIONS
To receive declarations of interests and consider requests for dispensations.
3. MINUTES
To approve as a correct record the Minutes of the Meeting of the Town Council held on 12 May 2021 [Minute No. 1-19] [ENCLOSURE NO. 1].

4. CHAIRMAN'S REPORT

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

5. PLANNING ADVISORY GROUP

Chairman of the Planning Advisory Group to move that the proceedings of the meeting held on 03 June 2021 be received and where necessary approved and adopted [ENCLOSURE NO. 2].

6. APPROVAL OF PAYMENTS FROM 21 MAY TO 15 JUNE 2021

Council is asked to approve the schedule of payments in the absence of meetings of the Policy and Resources Committee [to which approval of payments was previously delegated by Council] [ENCLOSURE NO. 3].

7. ANNUAL MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2020-21

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

8. OLD MINING COLLEGE IMPROVEMENTS

The Town Council is recommended to accept the two quotations from Prestbuild Limited [ENCLOSURE NO. 5 AND APPENDIX 1]

9. BURNTWOOD CEMETERY ANNUAL REPORT 2020-21

The Town Council is recommended to endorse the annual report for 2020/21 and instruct the Responsible Finance Officer to amend the budget for 2021/22 to record the hours spent by the Administrative Officer on cemetery business under the cost code for Burntwood Cemetery [ENCLOSURE NO. 6, APPENDIX 1 AND APPENDIX 2]

10. ASSET REGISTER

For information purposes only. No decision is required by the Council [ENCLOSURE NO. 7]

11. ALLOTMENTS UPDATE

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

12. STAFF PERFORMANCE MANAGEMENT POLICY

The Town Council is recommended to approve the Performance Management Policy [ENCLOSURE NO. 9, POLICY, APPENDIX 1, APPENDIX 2 AND APPENDIX 3]

13. CONCLUSION OF INTERNAL AUDIT 2020-21

Members are requested to note the contents of the letter from Toplis Associates on conclusion of the internal audit for 2020-21. This includes the Annual Internal Audit Report forming page 3 of the Annual Governance and Accountability Return for the Year Ended 31 March 2021. It concludes that all the required internal control objectives were met. The internal auditor

intends to carry out a physical examination of invoices and receipts once Covid restrictions have been lifted. [ENCLOSURE NO. 10].

14. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

14.1 Income and Expenditure Account for the Year Ended 31 March 2021

Members are requested to resolve that the Income and Expenditure Account for the Year Ended 31 March 2021 be approved. [ENCLOSURE NO. 11].

14.2 Balance Sheet as at 31 March 2021

Members are requested to resolve that the Balance sheet as at 31 March 2021 is approved and that the Chairman be authorised to sign the document. ([ENCLOSURE NO. 12].

14.3 Annual Return: Section 1 – Annual Governance Statement for the Year Ended 31 March 2021

Members are requested to consider the eight individual statements that comprise the Annual Governance Statement for the year ended 31 March 2021 and to resolve that they agree the individual “yes” responses on the Statement and that the Chairman and the Clerk be authorised to sign the Statement [ENCLOSURE NO. 13].

14.4 Annual Return: Section 2 – Accounting Statements for the Year Ended 31 March 2021

Members are requested to resolve that the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2021 are agreed and that the Chairman be authorised to sign the Statement. [ENCLOSURE NO. 14]. Staff Costs and All Other Payments (boxes 4 and 6) for 2019-20 have been restated due to a change in definition in the accounting regulations, with other staff-related expenses such as car mileage now being included within All Other Payments rather than Staff Costs.

15. PROPOSED REVISION TO BUDGET FOR 2021-22

Members are requested to approve the proposed revisions to the budget for the current financial year. Income estimates have been updated to take account of agreed new unit leases and increased service charges (additional £10,620 in total) partly offset by reduced room hire and traffic island sponsorship. Employee costs have been increased to reflect re-gradings approved at May Town Council. Professional Fees for the OMC have also been increased to cover additional work for unit lettings, using unspent budget for Public Conveniences for April to June. [ENCLOSURE NO. 15]

16. BETTER BURNTWOOD FUND 2021-22

The Town Council is recommended to approve a grant of £200 to the Community Gardening Group for the purchase of 2 seed exchange cabinets; approve a grant of £986 to Burntwood Be A Friend to support its work relating to Burntwood Food Bank and the Telephone Befriending Service and instruct the Town Clerk to prepare a briefing note for Councillors listing voluntary and community provision in the town [ENCLOSURE NO. 16 AND APPENDIX 1]

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. You will have up to 3 minutes and can raise more than one issue. However, the Chairman has the option to extend the time allowed to you if they think it is appropriate.

So that the Members of the meeting can be properly briefed in order to enable them to provide a considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chairman of the meeting has the right to reject any representations that he/she considers not to be appropriate for the meeting.

The public forum session will usually be the first item on the agenda and normally will last up to 30 minutes. In some instances, it may not be possible at the meeting to provide an answer. Where that is the case a written response will be sent to your stated address and a copy will be made available for public inspection at the Town Council's offices.

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD ON
TUESDAY 25 MAY 2021 COMMENCING AT 6.06 PM**

PRESENT

Councillor Evans [in the Chair]

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

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Wilcox

County Councillor Cox

District Councillor Pullen [from 6.09 pm]

Two members of the public

Reverend R Westwood

PUBLIC FORUM

No questions were raised by members of the public.

PRAYERS

Prayers were led by the Reverend R Westwood, Vicar, St Anne's Church.

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

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a show of hands [14 For, 4 Abstentions] it was

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

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

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

It was proposed by Councillor Norman, seconded by Councillor Bullock, and following a show of hands [13 For, 5 Abstentions] it was

RESOLVED That Councillor Robert Birch be elected Vice-Chair of the Town Council for the ensuing year.

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

3. CASUAL VACANCY

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

RESOLVED That Mr Taylor be co-opted onto the Town Council for the Summerfield and All Saints Ward.

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

4. APOLOGIES FOR ABSENCE

Councillor Kirkham.

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Loughbrough Rudd declared an interest in Agenda Item 11 - Complaint regarding the stopping up of Pool Road with the intersection with Burntwood Bypass as he is now a County Councillor.

Councillor D Ennis declared a pecuniary interest in Agenda Item 18 - Renewal of Traffic Islands Sponsorship Contract and left the room during discussion.

6. RE-APPOINTMENT OF COMMITTEES

Councillor R Place referred to the Overview and Scrutiny Committee and asked why there was no Vice-Chair. Councillor Woodward stated that this was a decision for that Committee to make.

Councillor Woodward referred to the vacancy on the Planning and Development Committee and confirmed that Councillor Taylor had agreed to fill the vacancy.

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

RESOLVED That the revised Appointments to Council and Committees for 2021/22 as circulated be approved.

7. MINUTES

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

The Chairman referred to Minute No. 103 - End of Year Budget Statement [third paragraph] and stated that it should read 21st Century.

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 11 March 2021 [Minute Nos. 94-106] be received and where necessary approved and adopted.

8. CHAIRMAN'S REPORT

The Chairman read out the following statement:

"Thank you for all attending tonight to what is our first face to face meeting in a long time as the Government has declared meetings cannot be virtual. Please remember to observe the rules of distancing and keeping masks on unless you have dispensation for not doing so.

As this is our first so called "normal" meeting I would like to thank the community of Burntwood for how most have conducted themselves during the year, by adhering to the rules, but as we begin to come out of lockdown, we need to remember it is not all over and we must continue to do our best to ensure that we keep others and ourselves safe.

This is also an opportunity for me to thank everybody, of which there are hundreds, who have given up their time to help others during this awful pandemic. So many voluntary groups have been organised to provide help and support in numerous ways so that people do not feel isolated, concerned about their health and welfare, or are hungry. Now we have such a tremendous community spirit here, long may it continue.

I now need to welcome our two other new County Councillors Councillor Mike Wilcox and Councillor Richard Cox who are here tonight. Thank you for attending and I hope we will see you both at future meetings of the Town Council, so that you are aware of how we are determined to make this town a Better Burntwood, and you will help us to do that.

As you are aware, we are definitely going to make Burntwood a Dementia Friendly Town and as in previous years my charity will be towards Dementia and helping to achieve our aim. We are linking up with other organisations and tomorrow [26 May 2021] we are hosting, via zoom, a meeting with our partners to really get organised. Throughout this year, I will be holding events in order to support this worthy cause, which I hope will be well attended.

This concludes my report. Thank you."

Councillor Woodward also welcomed County Councillors Wilcox and Cox and District Councillor Pullen to the meeting and stated that it was good to see partner Councils working together. Councillor Woodward also congratulated Councillor Loughbrough Rudd on his election as a County Councillor [Burntwood North Division] and other significant happenings over the past year - the birth of his triplets, his graduation, his recent engagement and the imminent publication of his new book.

Councillor Birch thanked the Chair who had made a success of the on-line Town Council meetings.

9. PLANNING ADVISORY GROUP

Councillor Woodward referred to Minute No. 4 - Introduction and Terms of Reference and corrected the minute to read that Mrs Williams is the lead member for the Friends of

Burntwood Library and that it was good to have an Advisory Group that included members of the community and hopefully ideas which were backed by community groups would have more strength.

Councillor Bullock referred to the Community Infrastructure Levy [CIL] and the now adopted Neighbourhood Plan which means that the Town Council will now receive 25% of the levy.

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

RESOLVED That the Minutes of the Meeting of the Planning Advisory Group held on 16 March 2021 [Minute Nos. 1-6] be received and where necessary approved and adopted.

10. MEMBERS QUESTIONS

No Members questions were raised.

11. APPROVAL OF PAYMENTS FROM 12 APRIL TO 14 MAY 2021

Councillor Woodward referred to Minute No. 81 - Covid-19 Restrictions at Boney Hay Doctor's Surgery [13 January 2021 Town Council Meeting] where the Town Council had endorsed the decision of the Chair of the Policy and Resources Committee to allocate £1,234, from the Better Burntwood Fund to fund transport costs for attendance to Covid-19 vaccination sessions in Lichfield. It was noted that the amount spent was below expectations, but it showed that the Town Council was committed to providing a taxi service due to lack of public transport in this area.

Councillor Flanagan referred to the card payments made to Lloyds Bank. The Town Clerk explained that the payments related to fees and would now be listed separately.

Councillor Birch referred to Minute No. 39 - Approval of Payments from 12 January to 15 September 2020 [24 September 2020 Town Council Meeting] and the payment made to Lichfield District Council on 14 May 2021 in the sum of £15,341.59 in respect of grass cutting at Burntwood Cemetery and asked if a wildflower meadow could be provided as this was a significant cost to the Town Council and we need to try and mitigate some of the costings. The Town Clerk explained that wildflower meadows could not be created simply by stopping cutting the grass, additional work will be needed. He confirmed that grounds maintenance is the Town Council's biggest contract and would need to be put out to tender again next year. Councillor Woodward asked if this matter could be referred to the Overview and Scrutiny Committee for consideration. Councillor Tapper asked what the cost would be for converting into a wildflower meadow. The Town Clerk stated that he thought the Town Council would be looking at thousands and not hundreds of pounds as there would be a fair bit of work to do [response to soil conditions, ground preparation and the sowing of the wildflower seed mix].

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

RESOLVED That the payments from 12 April to 14 May 2021 in the sum of £86,366.91 be approved.

12. COMPLAINT REGARDING THE STOPPING UP OF POOL ROAD WITH THE INTERSECTION WITH BURNTWOOD BYPASS

Councillor D Ennis explained that the public access improvements related to better signage which he thought could be eligible for funding under the community infrastructure levy.

Councillor Norman advised the complainant to write to his Member of Parliament who in turn would write to the Secretary of State. That way a definitive answer would be obtained.

The issues raised were debated and subsequently it was proposed by Councillor D Ennis, seconded by Councillor Gittings, and following a show of hands [19 For and 1 Abstention] it was

RESOLVED That the Town Clerk be authorised to write to the complainant thanking them for bringing the matter to the Town Council's attention but advising them that it will not be intervening in the issue and giving the reasons why. Authorise the Town Clerk to make Staffordshire County Council aware of the complainant's concerns and ensure that they are picked up in the ongoing discussions between the two authorities regarding the management of Chasewater Country Park. Authorise the Town Clerk, if appropriate, to explore the opportunity to secure funding from the Community Infrastructure Levy for any public access improvements that are felt necessary.

13. MEMBERS CODE OF CONDUIT

Councillor Woodward said it was an important live document and Members should not just agree the Code of Conduct, but adhere to its proposals.

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

RESOLVED That the updated Members Code of Conduct be approved and adopted.

14. BURNTWOOD NEIGHBOURHOOD PLAN REFERENDUM

Members were informed that the neighbourhood planning process for Burntwood had now been successfully concluded. All future planning applications in Burntwood would now need to take account of the plan that had been approved by a large proportion of those electors who voted.

15. COUNCIL SCHEME OF DELEGATION

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

RESOLVED That the Town Council Scheme of Delegation be adopted.

16. REVISED 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 revised Calendar of Meetings [which includes Committee Meetings] be approved.

17. 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.

18. PAY AND GRADING

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

RESOLVED That the salary increments for the year 2021/22 be approved and the Town Clerk be authorised to produce a policy on pay, an appropriate performance management scheme and new contracts of employment.

19. RENEWAL OF TRAFFIC ISLANDS SPONSORSHIP CONTRACT

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

RESOLVED That

- a. The bids for Traffic Islands 2, 7 and 8 who have met the guide price be accepted for one year at present, pending discussions.
- b. The bid for Traffic Island 1 which comes within 20% of the guide price be accepted for one year at present, pending discussions.
- c. The Town Council supports the maintenance of the planting as part of our commitment to a Better Burntwood.
- d. The Town Council looks into opportunities to revamp the design and planting of the islands, including the cost implications, initially via a short inquiry by the Overview and Scrutiny Committee [taking into account public views].

[The Meeting closed at 7.16 pm]

Signed

Date

NOTE OF THE PLANNING ADVISORY GROUP MEETING

Date: Thursday 3rd June 2021– via Zoom

In Attendance:

Cllr Brad Westwood (Chair) -BW

Cllr Robin Place -RC

Cllr. Steve Norman - SN

Cllr Paul Flanagan – PF

Sue Oldacre – SO

Ken Whitehead – KW

Tony Goodman – TG

Susan Williams - SW

Graham Hunt – GH

Also present:

Cllr Di Evans

Cllr Sue Woodward

Cllr Darren Ennis

Cllr Rob Birch

Cllr Keith Willis Croft

Dave King - DK

AGENDA

1. Minutes of the previous meeting
2. Community Infrastructure Levy
3. Burntwood Neighbourhood Plan

1. WELCOME AND INTRODUCTIONS

BW welcomed everyone to the meeting and invited facilitated introductions.

1. MINUTES OF THE PREVIOUS MEETING

PF confirmed that the minute should read Friends of Burntwood Library instead of Burntwood Library. The minutes were then accepted as an accurate record of the previous meeting and there were no matters arising from the minutes not covered on the agenda.

2. COMMUNITY INFRASTRUCTURE LEVY

GH took the meeting through the report that had been circulated with the agenda. Responses made by the meeting to specific proposed schemes:

Scheme 5 – SN re-emphasised the fact that there was no proposal to locate a health centre on the Blue Hoarding site. The Neighbourhood Plan has allocated the site for mixed development as part of the retail regeneration of Burntwood Town Centre.

Scheme 8 PF asked if the electronic information display panels could work as well on exposed bus stops or did they need to be housed within a bus shelter? SW confirmed she had seen a panel on a bus stop outside Samuel Johnson Hospital. GH said that the next stage of the process would be to draw up a detailed proposal which would address such technical issues. Scheme 16 -PF asked if CIL funding could be used to replace existing waste bins with ones that were dual purpose separating general waste from re-cyclable waste. GH said in principle as it would represent an infrastructure improvement so could be eligible. But the big issue would be whether the bins could fit in with LDC's waste collection regime. Scheme 23 – RP said that he was a Hammerwich Parish as well as a Burntwood Town councillor. He invited anyone who would like to support this scheme to contact him, and he would facilitate a discussion with Hammerwich Parish Council. TG asked if the category 1 schemes would be kept on the list. GH confirmed they would remain on the list during assessment until the PAG agreed the categorisation. SN observed that category 2 schemes would be treated in the same way. BW confirmed that schemes could be brought forward at anytime for consideration by the PAG. TG thought that there was a timescale for spending CIL funding and wondered what happened to it once the timescale had been exceeded. SN confirmed that after 5 years the money would be returned to LDC. GH that in respect of the Burntwood Community CIL budget some funding had already been held for 3 years. TG wondered how better communication about the CIL and wider planning issues (Neighbourhood Plan) could be achieved. He recognised that it was more challenging now that newspapers no longer provide regular town wide coverage. Was the best being made of new media outlets like Lichfield Live. GH confirmed that the Town Council did send regular press releases to Lichfield Live. It also had a website, Facebook page and Twitter Feed. SN suggested the Town Trader was also an option. RP observed that in the past the Government had provided money to Councils to enable them to raise awareness of the Neighbourhood Plan. It would be worth checking to see what was available for future community consultations. The meeting endorsed the categories and agreed for further work to be undertaken on the category 5 schemes (schemes 7, 8 and 20) prior to submission to the Planning and Development Committee.	All GH
3. BURNTWOOD NEIGHBOURHOOD PLAN	
BW confirmed that the Neighbourhood Plan had been approved by the Referendum with 76% of the people voting supporting the plan. GH informed the meeting that since the referendum the plan has formally become part of the statutory planning framework for Burntwood. The community will now receive, 25% rather than 15% of the levy generated in Burntwood. He also suggested that the PAG had a key role to play in the evolution of the Neighbourhood Plan. It was a live document that would need to be updated in response to changing circumstances in the town. He went on to say that there was no statutory guidance on the frequency of review but a clear directive that any review must be based on a realistic monitoring period and run within the timetable set for the review of the Local Plan. SN felt the easiest way to monitor the effectiveness of the Neighbourhood Plan was to monitor the planning decisions made by LDC. Such decisions should, where appropriate, take account of the Neighbourhood Plan.	GH
4. FUTURE MEETINGS	

BW asked GH to circulate some possible dates for the next meeting	GH
---	-----------

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	SUB TOTAL	VAT	TOTAL
				£	£	£
21 05 21	Fraser Wood [Midlands] Limited	OMC - Marketing of Units	BACS	200.00	40.00	240.00
21 05 21	St John Ambulance	First Aid Dressings & Eye Pad Dressings	CARD	18.45	3.69	22.14
25 05 21	Aldi	Annual Meeting [Water & Hand Gel]	CARD	9.26	1.85	11.11
27 05 21	Focus Group	Monthly Line Changes	DD	79.60	15.92	95.52
28 05 21	Staffordshire Pest Control	OMC - Pest Control from 28/01/2021 to 27/07/2021	BACS	100.00	20.00	120.00
28 05 21	Stirling Holmes	Project Management Service conversion of existing store to open office	BACS	1,275.00	0.00	1,275.00
28 05 21	Stirling Holmes	Project Management Service fire improvement works	BACS	1,250.00	0.00	1,250.00
28 05 21	Stirling Holmes	Project Management Service roof space	BACS	750.00	0.00	750.00
28 05 21	Ansons	OMC - professional charges in respect of Lease of Unit 9	BACS	450.00	90.00	540.00
28 05 21	TechCare Limited	Monthly IT Support [May 2021]	BACS	601.53	120.31	721.84
28 05 21	D Homer	Burntwood Cemetery : Grave Digger	BACS	360.00	0.00	360.00
28 05 21	Screwfix	OMC - Water Heater, Expansion Vessel & Valve	BACS	138.96	27.78	166.74
28 05 21	Screwfix	OMC - Switched Socket	BACS	8.33	1.66	9.99
28 05 21	Screwfix	OMC - Wall Plugs	BACS	4.16	0.83	4.99
28 05 21	Screwfix	OMC - Copper Pipe, La-Co Flux Paste W/Brush & Hose	BACS	43.99	8.79	52.78
28 05 21	Viking	Hygiene Hand Gel 100ml for Meetings	BACS	44.70	8.94	53.64
28 05 21	Chubb Fire & Security Limited	OMC - Intruder Alarm from 01/07/21 to 30/09/21	BACS	209.08	41.81	250.89
28 05 21	Lichfield District Council	OMC - Cleaning April 2021	BACS	510.00	102.00	612.00
28 05 21	C Payne	Burntwood Cemetery : Broom & Handle, Pan Shovel, Gloves	BACS	17.47	3.49	20.96
28 05 21	G E Collis and Sons Limited	OMC - Small Knife, Brass Auto Connectors, Sealant Gun	BACS	16.48	3.30	19.78
28 05 21	G E Collis and Sons Limited	OMC - Lock, Paint, Studs, Keys Cut	BACS	46.01	9.20	55.21
28 05 21	G E Collis and Sons Limited	OMC - Brushes, Knife Blades, Roofing Felt	BACS	21.71	4.34	26.05
28 05 21	G E Collis and Sons Limited	OMC - Nails, Cuprinol	BACS	25.37	5.09	30.46
02 06 21	Lloyds Bank	Monthly Fee	CARD	3.00	0.00	3.00
12 06 21	EE	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	34.11	6.82	40.93
15 06 21	D Homer	Burntwood Cemetery : Grave Digger	BACS	270.00	0.00	270.00
15 06 21	Cleaning & Hygiene Distributors Limited	OMC : Toilet Cleaner	BACS	22.36	4.47	26.83
15 06 21	Corona Energy	OMC : Gas [period April 2021 to May 2021]	BACS	1,131.44	226.29	1,357.73
15 06 21	Mailcoms	Franking Machine De-Licence	BACS	75.00	15.00	90.00
15 06 21	Mailcoms	Franking Machine : Support & Service Agreement 90 days	BACS	79.14	15.83	94.97
15 06 21	Screwfix	OMC : Undersink Water Heater, Expansion Vessel & Valve	BACS	138.96	27.78	166.74
15 06 21	Screwfix	OMC : PTFE Tape for Water & Triton Instaflow Discharge	BACS	14.60	2.91	17.51
15 06 21	Screwfix	OMC : Solvent Wastepipe, Sink Waste, Bottle Trap	BACS	16.69	3.32	20.01
15 06 21	Screwfix	OMC : Solvent Cement, Waste Pipe Clips	BACS	30.62	6.12	36.74
15 06 21	Screwfix	OMC : Elbow 15mm, Equal Tee 15mm, Pipe 15mm x 3m	BACS	32.82	6.57	39.39
15 06 21	G E Collis and Sons Limited	OMC : Screws & Washers	BACS	12.23	2.33	14.56
15 06 21	G E Collis and Sons Limited	OMC : Spray, Trowel & Grab Handles	BACS	46.72	9.34	56.06
15 06 21	G E Collis and Sons Limited	OMC : Filling Knife, Sanding Blocks, Screws, Allen Keys	BACS	24.35	4.88	29.23
15 06 21	G E Collis and Sons Limited	OMC : Garden Paint, Sliding Bevel, Chrome Plates, Hacksaw	BACS	42.32	8.46	50.78

15	06	21	Viking	Stamps and Digital Scales	BACS	362.49	18.00	380.49
15	06	21	We Brand It	Lanyards and Rigid Card Holders	BACS	127.50	25.50	153.00
15	06	21	Burntwood Institute	Room Hire for 24 June 2021 Meeting	BACS	90.00	0.00	90.00
15	06	21		Employee Costs Month 3	BACS	7,013.05	0.00	7,013.05
15	06	21		LGPS Month 3	BACS	2,366.61	0.00	2,366.61
15	06	21		NI/PAYE Month 3	BACS	2,712.31	0.00	2,712.31
						20,826.42	892.62	21,719.04

Burntwood Town Council

24 June 2021

Annual Members Meeting Attendance for the Municipal Year 2020-21

1.0 Purpose of Report

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

2.0 Background

- 2.1 Appendix 1 shows the attendance of Members at the Council Meeting and supporting Committees.

3.0 Legal Requirements

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

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

4.0 Conclusion

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

5.0 Recommendation

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

Contact Officer

Jayne Minor

jayne.minor@burntwood-tc.gov.uk

01543 677166

BURNTWOOD TOWN COUNCIL 2020/21

TOWN COUNCIL Member Attendance																
COUNCILLOR	13/05/2020	25/06/2020	29/07/2020	24/09/2020	20/10/2020	26/11/2020	21/12/2020	13/01/2021	11/02/2021	11/03/2021	25/05/2021					
Banevicius, Sharon	Ap	Ap	✓	✓	Ap	Ap	✓	Ap	✓	✓	✓					
Birch, Robert	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Bishop, Beverley	✓	Ap	✓	✓	Ap	✓	Ap	✓	✓	✓	✓					
Brown, Bernard	Aa	Aa	✓	✓	✓	✓	Aa	Aa	Aa	Aa	✓					
Bullock, Andrew	✓	✓	Ap	✓	✓	✓	✓	✓	✓	✓	✓					
Ennis, Darren	✓	✓	✓	✓	✓	✓	Ap	✓	✓	✓	✓					
Ennis, Laura	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Evans, Diane	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Flanagan, Paul	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Gittings, Carolyn	Ap	✓	✓	✓	✓	✓	✓	Ap	✓	✓	✓					
Greensill, Nicola	Ap	Ap	✓	✓	Ab	Ab	✓	Ab	✓	Ap	Ab					
Ho, Wai-Lee	Ap	✓	✓	✓	✓	Ap	✓	✓	✓	✓	✓					
Kirkham, Elaine	✓	Ap	✓	✓	Ap	✓	Ap	✓	✓	✓	Ap					
Loughbrough Rudd, Thomas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Place, Marisha	✓	✓	✓	✓	✓	Ap	✓	✓	✓	✓	✓					
Place, Robin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Norman, Steven	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Taylor, Paul											✓					
Taylor, Steve	Aa	Aa	Aa	Aa	Aa	Aa	Aa	Aa								
Tapper, Samuel	✓	✓	Ap	✓	✓	✓	✓	✓	✓	✓	✓					
Westwood, Bradley	✓	✓	✓	Ap	✓	✓	✓	✓	✓	✓	✓					
Willis-Croft, Keith	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Woodward, Susan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					

PLANNING ADVISORY GROUP Member Attendance																
COUNCILLOR	16/03/2021															
Bullock, Andrew	✓															
Flanagan, Paul	✓															
Greensill, Nicola	Ab															
Norman, Steven	✓															
Place, Robin	Ap															
Westwood, Bradley	✓															

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

PLANNING AND DEVELOPMENT COMMITTEE																			
Member Attendance																			
COUNCILLOR	15/07/2020	24/02/2021																	
Banevicius, Sharon [substitute]	✓																		
Birch, Robert	✓	✓																	
Brown, Bernard	Aa	Aa																	
Bullock, Andrew	Ap	✓																	
Ennis, Darren	✓	✓																	
Enniis, Laura [substitute]		✓																	
Evans, Di [substitute]		✓																	
Flanagan, Paul	✓	✓																	
Gittings, Carolyn	✓	✓																	
Loughbrough Rudd, Thomas	✓	✓																	
Place, Robin	✓	✓																	
Taylor, Steve	Aa																		
Willis-Croft, Keith	✓	✓																	

COMMUNITY AND PARTNERSHIPS COMMITTEE																			
Member Attendance																			
COUNCILLOR	30/09/2020																		
Ennis, Darren	✓																		
Ennis, Laura	✓																		
Evans, Diane	✓																		
Gittings, Carolyn	✓																		
Kirkham, Elaine	Ap																		
Loughbrough Rudd, Thomas	✓																		
Place, Marisha	Ap																		
Westwood, Bradley	✓																		
Willis-Croft, Keith	✓																		
Woodward, Susan	✓																		

OVERVIEW AND SCRUTINY COMMITTEE																			
Member Attendance																			
COUNCILLOR	04/02/2021																		
Bishop, Beverley	Ap																		
Greensill, Nicola	✓																		
Ho, Wai-Lee	✓																		
Norman, Steven	✓																		
Tapper, Samuel	✓																		

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

Burntwood Town Council

Thursday 24th June 2021

Old Mining College Improvements

1.0 Purpose of the Report

1.1 The purpose of the report is to obtain the agreement of the Town Council for the Town Clerk to let a contract for works to increase office space within the Old Mining College.

2.0 Background

2.1 At its meeting on 21st December 2020 the Town Council were updated on the plans of the Methodist Housing Association (MHA was formerly Burntwood Live at Home) to extend the provision they offered to older people in the town. They wanted to focus on services for people living with dementia.

2.2 A key part of the improvements proposed by MHA is the consolidation of their day service on the Ron Bradbury Room. This will involve them taking on a lease for the Ron Bradbury Room and IT Suite (instead of paying a daily use charge), having exclusive use of the main kitchen and converting a storeroom into an office to create the Bradbury Suite.

2.3 The cost of the proposed conversion of the storeroom will be between £5,000 to £6,000 plus professional fees and therefore require three quotations to be sought.

2.4 The Town Council agreed at its meeting on 11th March 2021 that three quotes for the work should be sought. This opportunity was also used to secure competitive quotes to complete the roof insulation works.

3.0 Ron Bradbury Suite

3.1 The Town Council used local project management company, Stirling Holmes, to manage the procurement process. They obtained the following quotes.

- Prestbuild £13,187
- Denville £13,851
- Yee Group £14,750
- ASD £21,461

3.2 Stirling Holmes has confirmed that the winning quote is fully compliant with the project specification. The quote is attached as Appendix 1. Prestbuild have confirmed that they are available to proceed once the contract is awarded. This could enable MHA to move into the Bradbury suite in August.

3.3 The cost of the works is much higher than the initial estimate of cost reported to the Town Council. As three of the four of the quotes are within £1,500 of each other it is felt that it is an accurate cost.

3.4 The increased cost can partly be attributed to much higher material costs due to shortages and the inclusion of additional access work. The door to the Bradbury Suite is not automated. This means that the Old Mining College is currently not fully accessible. This is a matter of concern considering the client group that MHA supports. The lighting specification has also had to be upgraded.

4.0 Roof Insulation Works

4.1 The same four contractors also supplied quotes in respect of these works. Prestbuild once again submitted the most competitive quote. The prices received were as follows:

- Prestbuild £6,354
- Denville £6,950
- Yee Group £13,739
- ASD £14,529

4.2 The planned works also include the replacement of the existing non-compliant loft hatch with a fire compliant one and the provision of a board walk in the loft space to allow safe access and working. The winning quote is attached as Appendix 1.

5.0 Financial Considerations

5.1 There is £35,233 allocated in the budget for the proposed works. Both proposed works can therefore be funded. Originally it was estimated that the cost of the works to the Bradbury Suite could be re-couped during the lifetime of the current administration but in view of the increased cost it will take at least 5 years.

6.0 Legal Context

6.1 In seeking a minimum of three quotations the requirements in respect of letting contracts in the Town Council's Financial regulations have been met.

6.2 The provision of a fully automated door to the Bradbury Suite ensures that the Town Council is compliant with the Equalities Act 2010 in respect of access to the Bradbury Suite. The Equality Act requires reasonable adjustments to be made in relation to accessibility. In practice, this means that due regard must be given to any specific needs of likely building users that might be reasonably met.

6.0 Conclusion.

6.1 These works continue the process of making the Old Mining College more usable and energy efficient. In the medium term the proposed changes will increase the rental income from the building. Funding is available in the budget for these works.

7.0 Recommendation

7.1 The Town Council is recommended accept the two quotations from Prestbuild as listed in paragraphs 3.1 and 4.1.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

PRESTBUILD

Richard O'Donaghue
Stirling Holmes

28 May 2021

Dear Richard

The old Mining College, Burntwood

Further to your enquiry we detail our quotation as follows

Meet and Greet Area

Strip out

Take down and store window blinds and replace on completion

Isolate electrics in wall and ceiling

Remove radiator and cap off valves

Lift and dispose of carpet

Carefully remove door, skirting and architrave and set aside for reuse

Remove stud wall and dispose

It is assumed the use of local authority waste disposal services paid for as necessary

£3560.00

New store

Form new half hour full height store approx. 1m x 1m on plan to contain services. Comprising 12.5mm plasterboard on suitable metal or timber studs and skimmed finish. Supply and install new fire door frame and rehang existing door complete with ironmongery as required. Fix exiting skirtings and architrave

Box in radiator pipework to match existing including rockwool type insulation

£4077.00

Electrical works

From existing circuitry provide new bulkhead type light and switch to new store

Replace the 3Nr existing lights in the former store room and corridor with Trilux

Siella fittings or similar as specified, light in corridor to be emergency

New bulkhead fire exit sign over exit door connected to existing signage

New dado trunking to wall including 3Nr double sockets, new cleaner's socket to newly formed store

Reroute high level cables (if possible) and box in

Supply and install new electric door opener including push pads to both sides, it is assumed use of the local cable adjacent to the exit door lobby side

£3850.00

ENCLOSURE NO. 5
APPENDIX 1

PRESTBUILD

Decoration

Ceiling - make good and paint with white emulsion	
Walls – make good and paint with magnolia emulsion	
Woodwork – make good, prime, undercoat and gloss white	£1200.00
Carpet	
Make good floor and level as required. Lay free issue carpet tiles to match	£500.00
Total exc VAT	£13187.00

Roof Insulation

To open up loft access on first floor landing ready for installation of new larger insulated loft hatch	
Supply and install new water resistant timber board walkway including warning tape to edges	
Tidy existing roof insulation	
Install a total of 300mm Earthwool insulation in 2Nr 150mm cross laid layers	
Make good ceiling area	
Total exc VAT	£6354.00

Preliminaries

Contracts and site management
Health and safety, CDM compliance
Liaison with project manager and building control
Mini O&M manual
Protection of walkway areas and clearing on completion
Management of waste
Plant, tools and access
Welfare; assumed use of existing toilet and kitchen facilities
We have not allowed for any fees, licences and the like

We trust we have interpreted your requirements correctly

Yours sincerely

Charles J Williams

ENCLOSURE NO. 5
APPENDIX 1

Burntwood Town Council

Thursday 24th June 2021

Burntwood Cemetery Annual Report

1.0 Purpose of the Report

1.1 To provide the Town Council with an account of the management of Burntwood Cemetery during the financial year 2020/21.

2.0 Background

2.1 The Land for Burntwood Cemetery was purchased in 2008 and construction work followed shortly afterwards. The management of the cemetery is a significant undertaking for the Town Council. Until January 2019 the management of the cemetery was overseen by the Burial Grounds Committee. This responsibility was passed onto the newly formed Policy and Resources Committee in May 2019.

2.2 The only substantive change that has been made to the management of the cemetery since May 2019 has been the decision in March 2020 to allow non Burntwood residents to be buried in there.

3.0 Key issues during 2020/21

3.1 Despite the Covid 19 Pandemic the number of burials (full graves and created remains) has for the year remained similar to previous years. A comparison of the burial numbers for the period 2018/19 to 2020/21 is provided in Appendix 1. The Pandemic has not led to an increase in the number of burials.

3.2 During the Pandemic it was necessary to restrict opening hours and for a period close the cemetery due staff shortages and compliance with Government requirements. The Town Council has received four complaints about the closure of the cemetery. Staff sought to mitigate the impact of the closure by arranging to meet individuals and take flowers to place on their respective burial plots.

3.3 The only other complaint that was received was from visitors to the cemetery who objected to the display of an artificial Christmas tree on a burial plot. The plot holder was unhappy with the request to remove the tree and the other paraphernalia that had accumulated on the plot. Unfortunately, some plot holders ignore the conditions concerning the limitations on such displays despite being made aware of them when they purchase the plots. Contacting the plot holders to remove unauthorized displays is a regular task for staff.

3.4 In contrast other plot holders have commented on how neat and tidy the cemetery is now looking. Over the past year a great deal of time has been spent by staff to improve the grounds maintenance which has included the emptying of drainage gullies for the first time in several years. These maintenance improvements have been led by the Administrative Officer who has also in her own time ensured that the cemetery furniture has been cleaned.

3.5 In 2021/20 a hand test (Topple Test) was carried out on memorial stones to assess their stability. A visual survey was also undertaken. This led to the identification of cracks in the cement of some memorials. Although the memorials were still stable the stonemasons regouted the memorials at no cost.

3.6 The practice of turving new graves so they are flat, which was introduced by the previous site manager, has been discontinued. New graves are now left for 6 months as mounded bare soil. This allows time for the soil to settle following the disturbance caused by the grave excavation. During the last year, some graves have had to be re-soiled and turfed because of settlement.

3.7 The current Cemetery Gate Keeper has just resigned. Their last day of work will be 30th June 2021. In the past this post has proved to be difficult to fill. Primarily as it requires the post holder to work every day of the year (unless on authorised leave or sick). This is a big commitment and one that is questionable from a staff welfare perspective. A better option would be to create an additional post to allow cover for weekdays and separately weekends. Whilst enhancing the likelihood of recruitment this would also build in some capacity to support absences for holidays and sickness. As well as address the safe welfare concerns.

3.8 Until this post is filled outside support will need to be brought in. A further report will be submitted to the next Council Meeting outlining options for addressing this problem.

4.0 Financial Considerations

4.1 During the financial year 2020/21 total income was £34,530.30 and expenditure £19,570.99. A detailed breakdown of the income and expenditure is attached as Appendix 2. At present these figures do not take account of the time the Administrative Officer spends on day-to-day cemetery business. It is recommended that the budget for the current financial year be amended to allow the time spent by the Administrative Officer on cemetery business to be allocated to the cemetery cost code. It will be then possible to see the true cost of managing the cemetery.

5.0 Legal Context

5.1 Under the provision of the Local Government Act 1972 Sch 26 para1 the Town Council is the burial authority. Under Section 214(2) of the act a burial authority has the power to provide a cemetery.

6.0 Conclusion

6.1 The continued process of improving the management of cemetery is beginning to show dividends. The impact of Covid 19 on the number of burials has not yet been a problem. But staff have had to work hard to accommodate the concerns of a few plot holders whilst the opening hours were reduced, or the cemetery closed. The key issues for the coming year are the appointment of a new cemetery gate keeper(s) and the rationalisation of the budgeting arrangements for the cemetery.

7.0 Recommendation

7.1 The Town Council is recommended to:

- i) endorse the annual report for 2020/21
- ii) instruct the Responsible Finance Officer to amend the budget for 2021/22 to record the hours spent by the Administrative Officer on cemetery business under the cost code for Burntwood Cemetery.

Officer Contact

Graham Hunt graham.hunt@burntwood-tc.gov.uk 01543677166

TOTAL NUMBER OF INTERMENTS AT BURNTWOOD CEMETERY						
MONTH & YEAR	NEW BURIAL PLOTS	REOPEN Full Grave Plot	NEW CREMATED REMAINS	REOPEN Cremated Remains	CHILDRENS PLOTS	TOTALS
Apr-18	0	0	3	0	0	3
May-18	0	0	4	0	0	4
Jun-18	0	1	1	0	0	2
Jul-18	2	0	2	0	0	4
Aug-18	2	0	2	0	0	4
Sep-18	0	0	2	0	0	2
Oct-18	2	0	0	0	0	2
Nov-18	1	0	0	0	0	1
Dec-18	1	1	1	0	0	3
Jan-19	0	2	2	0	0	4
Feb-19	0	1	2	1	0	4
Mar-19	0	0	2	0	0	2
				TOTAL	2018/1019	35
Apr-19	0	0	0	0	0	0
May-19	1	0	1	2	0	4
Jun-19	1	1	2	0	0	4
Jul-19	1	1	1	1	0	4
Aug-19	3	1	1	0	0	5
Sep-19	0	0	1	0	0	1
Oct-19	0	0	1	1	0	2
Nov-19	1	0	0	0	0	1
Dec-19	0	0	1	0	0	1
Jan-20	0	1	0	0	0	1
Feb-20	0	1	0	1	0	2
Mar-20	1	1	4	0	0	6
				TOTAL	2019/2020	31
Apr-20	0	2	0	0	0	2
May-20	2	0	0	0	0	2
Jun-20	0	0	1	0	0	1
Jul-20	1	1	1	1	0	4
Aug-20	0	0	1	0	0	1
Sep-20	1	0	1	1	0	3
Oct-20	0	0	5	0	0	5
Nov-20	2	0	4	0	0	6
Dec-20	1	0	2	0	0	3
Jan-21	1	0	0	0	0	1
Feb-21	3	0	0	0	0	3
Mar-21	0	2	0	2	0	4
				TOTAL	2020/21	35
INCLUDES ANY -						
Cremated remains or Scatter of ashes into burial plot						
Out of Area						

Appendix 2 Income and Expenditure 2020/2021

Income

1. Burial Fees/Licenses/Headstone	34,419.30
2. Memorial Wall Plaques	111.00
	34,530.30

Expenditure

1. Employee costs	2,935.61
2. General Office Expenses	426.87
3. Gravedigging	5,420.00
4. NNDR	1,422.15
5. Other Maintenance and Services	1,781.84
6. Grounds Maintenance	8,584.99
	19,570.99

Burntwood Town Council

Thursday 24th June 2021

Asset Register

1.0 Purpose of the Report

1.1 To provide the Town Council with an update on the Asset Register.

2.0 Background

2.1 Local Councils must by law maintain an Asset Register to ensure fixed assets are appropriately safeguarded. To ensure transparency and reasonableness, the following items are included in the Council's Asset Register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £100
- long term investments, shares and loans made by the Council
- assets held on trust

2.2 The values indicated in the Asset Register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust.

2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Council's Asset Register:

- land and buildings held on short term lease or rented
- land and buildings maintained or serviced, but not owned by the Council
- assets rented by or loaned to the Council
- stock items intended for resale
- stationery and other consumable items
- boundaries of land owned (e.g. fences, hedges and gates)
- floor or land surfaces and drainage
- plants and trees
- assets with a purchase or resale value of less than £100 (other than items listed as for inclusion in the asset register)
- repairs

- cash, short term investments and other current assets
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights)
- 'negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities)

2.4 A separate section of the asset register will contain a schedule of disposals.

2.5 Once recorded on the Asset Register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide 2020 – Section 5).

2.6 Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear).

3.0 Asset Register

3.1 The asset Register for 2021/22 is attached as Appendix 1. During the last financial year, the only significant change in the register has been the acquisition of new IT equipment and the disposal of obsolete IT equipment and associated furniture. Following MHA's decision not to continue to deliver IT skills training from the Old Mining College the IT Room has been decommissioned which has contributed a lot of the surplus equipment and furniture.

4.0 Financial Considerations

4.1 This report poses no new financial costs for the Town Council.

5.0 Legal Context

5.1 Under the provisions of the Accounts and Audit (England) Regulations 2011/817 the Town Council is required to make an annual return for examination by external audit. The Asset Register forms part of the annual return. Once the annual accounts are approved by the external auditor, they must be published by the Town Council.

6.0 Conclusion

6.1 The Town Council has a statutory duty to keep and annually update a register listing the items that it owns.

7.0 Recommendation

7.1 This report is for information purposes.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

ASSET FORM

BURNTWOOD TOWN COUNCIL

THIS FORM IS USED TO DOCUMENT BOTH MAJOR AND MINOR EQUIPMENT

Date Entered	Item	Serial Number etc	Location	Price	REASON FOR DISPOSAL	EXPECTED DATE OF DISPOSAL	WRITTEN DOWN VALUE WDV's
30.07.2019	BENQ Computer Screen (C)	ET56F012665COT	Reception Office	71.00			
30.07.2019	HP Disc Drive (C)	CZC4233XIV	Reception Office	500.00	Decommisioned by TechCare		
30.07.2019	HP Keyboard (C)	BDA6QONVB415M	Reception Office	30.00			
30.07.2019	HP Office Jet 6700 Printer (C)	CN414D5JNY	Reception Office	120.00			
30.07.2019	GBC Binder	VCO1167P	Reception Office	219.00			
30.07.2019	Rexel laminator	A99032424	Reception Office	50.00			
30.07.2019	Desk (curved)	No. 1	Reception Office	115.00			
30.07.2019	3 Draw mobile pedestal	No. 2	Reception Office	129.00			

30.07.2019	Small table	No. 3	Reception Office	53.00			
30.07.2019	Small table	No. 4	Reception Office	53.00			
30.07.2019	Small table	No. 5	Reception Office	53.00			
30.07.2019	2 Door cupboard	No. 6	Moved to Basement	125.00			
30.07.2019	Cantilever cabinet	No. 7	Reception Office	185.00			
30.07.2019	Cantilever cabinet	No. 8	Reception Office	185.00			
30.07.2019	Cantilever cabinet	No. 9	Reception Office	185.00			
30.07.2019	Typist chair	No. 10	Reception Office	72.00			
30.07.2019	Foot rest		Reception Office	30.00			
13.09.2019	2 Door grey steel cupboard	No. 51 (new 2019)	Reception Office	139.00			
30.07.2019	Extension lead	No. 54	Reception Office	12.00			
30.07.2019	Extension lead	No. 55	Reception Office	12.00			
30.07.2019	Clock		Reception Office	5.00			
30.07.2019	Guillotine		Reception Office	30.00			
30.07.2019	Mobile Stool (Elephants Foot)		Reception Office	50.00			

30.07.2019	Notice Board		Reception Office	50.00			
27.11.2019	Lenovo disc driver, keyboard & mouse	New 27.11.2019	Reception Office	366.64			
27.11.2019	Lenovo disc driver, keyboard & mouse	New 27.11.2019	Office - Jayne	366.64			
27.11.2019	Lenovo disc driver, keyboard & mouse	New 27.11.2019	Office - Graham	366.64			
27.11.2019	Lenovo disc driver, keyboard & mouse	New 27.11.2019	Office - Alison	366.64			
27.11.2019	Lenovo lap top	New 27.11.2019	Office	441.64			
30.07.2019	PC line speakers (N)		Office	56.34		02.09.2020	
30.07.2019	Clock		Office	5.00			
31.07.2019	Samsung computer screen (N)	0246H4MCA09435H	Office	71.00			
31.07.2019	Logitech keyboard (N)	14015Y01VT28	Office	30.00		02.09.2020	
31.07.2019	Acer disc driver (N)	DTSGKEK00421200EO49200	Office	500.00	Decommisioned by TechCare	02.09.2020	
31.07.2019	5 draw desk (N)	No. 27	Office	115.00	Donated to Burntwood be a Friend	21.12.2020	
31.07.2019	2 draw mobile pedestal (N)	No. 28	Office	129.00			
31.07.2019	Typist chair (N)	No. 29	Office	72.00			
01.08.2019	Samsung computer screen (J)	0246H4MCA09435H	Office	71.00			

01.08.2019	Logitech keyboard K350 (J)	PIP: SC61365 C/N 14240	Office	30.00			
01.08.2019	Acer disc drive (J)	DTSGKEK00421200EOC9200	Office	500.00	Decommisioned by TechCare		
01.08.2019	HP Officejet 6590 printer (J)	TH72M2616V	Office	120.00			
01.08.2019	Desk (curved) (J)	No. 30	Office	115.00			
01.08.2019	4 draw mobile pedestal (J)	No. 31	Office	129.00			
01.08.2019	4 draw mobile pedestal (J)	No. 32	Office	129.00			
01.08.2019	4 draw mobile pedestal (J)	No. 33	Office	129.00			
01.08.2019	Typist chair (J)	No. 34	Office	72.00			
01.08.2019	Floor standing fan	No. 35	Office	20.00			
01.08.2019	Hanns.G computer screen (A)	4077X3WY00978	Office	71.00			
01.08.2019	HP Keyboard (A)	CT:BCYSBOAMS6I182 P/N 697737-03	Office	30.00			
01.08.2019	Acer disc drive (A)	OTSGKEK00421200DEC9200	Office	500.00	Decommisioned by TechCare		
01.08.2019	HP Officejet Pro 6830 printer (A)	TH5C7820HW	Office	120.00			
01.08.2019	Desk (curved) (A)	No. 36	Office	115.00			
01.08.2019	3 draw mobile pedestal (A)	No. 37	Office	129.00			

01.08.2019	Typist chair (A)	No. 38	Office	72.00			
02.08.2019	Samsung computer screen (G)	0246114MCA10988E	Office	71.00			
02.08.2019	Logitech keyboard (G)	P/N 820-003920 PID:CE229CEM3P313	Office	30.00			
02.08.2019	HP Disc drive (G)	CZC4112WF	Office	500.00	Decommisioned by TechCare		
02.08.2019	Kensington desk top screen stand (G)	No. 39	Office	45.00			
02.08.2019	Desk (G)	No. 40	Office	115.00			
02.08.2019	3 draw mobile pedestal (G)	No. 41	Office	129.00			
02.08.2019	Typist chair (G)	No. 42	Office	72.00			
02.08.2019	Foot rest		Office	30.00			
02.08.2019	Small computer desk	No. 43	Office	89.00			
02.08.2019	Typist chair	No. 44	Office	72.00			
02.08.2019	5 Shelf bookcase	No. 45	Office	169.00			
02.08.2019	5 Shelf bookcase	No. 46 (New July 2019)	Office	169.00			
02.08.2019	Notice board		Office	250.00			
02.08.2019	Notice board		Office	50.00			

02.08.2019	Notice board		Office	50.00			
02.08.2019	Notice board		Office	50.00			
02.08.2019	Notice board		Office	50.00			
30.07.2019	Ricoh photocopier	V1292800077	Copier room				
	Flip chart easels		Copier room	50.00			
	Flip chart easels		Copier room	50.00			
05.08.2019	5 shelf bookcase -	No. 49	Copier room	169.00			
05.08.2019	4 shelf bookcase	No. 50	Copier room	169.00			
30.07.2019	Dyson DC25 upright hoover	No. 11	Store room 1	170.00			
30.07.2019	Epson projector & remote control	PUDF260229L	Store room 1	300.00			
30.07.2019	Lenovo laptop	R90NF2JH	Store room 1	500.00			
30.07.2019	Sapphire pull up screen	No, 12	Store room 1	119.00			
30.07.2019	1 x 3 section display board	No. 13	Store room 1	200.00			

30.07.2019	1 x 3 section display board	No. 14	Store room 1	200.00			
30.07.2019	1 x 3 section display board	No. 15	Store room 1	200.00			
30.07.2019	1 x 3 section display board	No. 16	Store room 1	200.00			
30.07.2019	1 x 4 section display board	No. 17	Store room 1	200.00			
30.07.2019	1 x 4 section display board	No. 18	Store room 1	200.00			
30.07.2019	Bushnell speed watch gun	RA450082 cost includes below signs	Store room 1 *	350.00			
30.07.2019	Speed watch road signs	No. 19 as above*	Store room 1 *				
30.07.2019	Speed watch road signs	No. 20 as above*	Store room 1 *				
30.07.2019	Extension lead (in reel)	No. 56	Store room 1	35.00			
30.07.2019	Cantilever cabinet	No. 57	Store room 1	185.00			
30.07.2019	2 door metal cabinet (No doors)	No. 58	Store room 1	117.00			
27.09.2019	Motorola T80//T80 Extreme/T81 2way radios in case with chargers	PK000035A01 (hand set No. 1/2/3/4)	Store room 1	169.98			
27.09.2019	Motorola T80//T80 Extreme/T81 2way radios in case with chargers	PK000035A01 (hand set No. 5/6/7/8)	Store room 1	169.98			
30.10.2019	Clock		Store room 1	5.00			

30.10.2019	Mobile stool (Elephants foot)		Store room 1	50.00			
30.10.2019	First aid box		Store room 1	20.00			
30.10.2019	First aid box		Store room 1	20.00			
30.10.2019	First aid box		Store room 1	20.00			
30.10.2019	Cable Cover		Store room 1	35.00			
30.07.2019	Hoover washer/dryer	No. 21	Large kitchen	450.00			
30.07.2019	Hotpoint dishwasher	No. 22	Large kitchen	400.00			
30.07.2019	Sharp R209 microwave	No. 23	Large Kitchen	60.00			
30.07.2019	Lincut hot water boiler	No. 24	Large kitchen	100.00			
30.07.2019	Henry hoover	No. 25	Large kitchen	170.00			
30.07.2019	Zanussi fridge	No. 26	Large kitchen	250.00			
30.07.2019	Cooker		Large kitchen	400.00			
30.07.2019	Kettle		Large kitchen	25.00			
30.07.2019	Fire blanket		Large kitchen	20.00			

30.07.2019	Clock		Large kitchen	5.00			
05.08.2019	Flatbed trolley	No. 47	Large kitchen	114.00			
05.08.2019	Zanussi fridge	No. 48	Small kitchen	250.00			
05.08.2019	Kettle		Small kitchen	25.00			
05.08.2019	Kettle		Small kitchen	25.00			
05.08.2019	2 door metal cabinet	No. 52	RBR cupboard	117.00			
05.08.2019	2 door metal cabinet		RBR cupboard	117.00	No. 53 (donated to BFHG)	05.02.2020	
	Small table		RBR	53.00			
	Small table		RBR	53.00			
	Chairs x 121	Nigel Disposed of	RBR	2,420.00			
	Folding tables x 30	Nigel Disposed of	RBR	2,580.00			
	Sideboard - 3 door		RBR	295.00			

	Folding table trolley	New 2019	RBR	290.00			
	Folding Tables	New 2019		92.65			
	Folding Tables	New 2019		92.65			
	Folding Tables	New 2019		92.65			
	Folding Tables	New 2019		92.65			
	Folding Tables	New 2019		92.65			
	Folding Tables	New 2019		92.65			
	Folding Tables	New 2019		92.65			
	Folding Tables	New 2019		92.65			
	Folding Tables	New 2019		92.65			
	Folding Tables	New 2019		92.65			
	Folding Tables	New 2019		92.65			
	Folding Tables	New 2019		92.65			
27.05.2021	Stacking Chairs	New 2019	Moved to Unit 9	48.00			

	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			

	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			

	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
	Stacking Chairs	New 2019	RBR	48.00			
28.08.2019	Briggs & Stratton petrol mower	40-450 CP	Shed No. 1	150.00			
28.08.2019	JCB petrol strimmer	JCB-PLT25F	Shed No. 1	70.00			
28.08.2019	Stihl petrol leaf blower	D-71336 42440071013A	Shed No. 1	308.00			
27.09.2019	Steel wheelbarrow		Shed No. 1	40.00			
27.09.2019	Collapsible wheelbarrow		Shed No. 1	25.00			
27.09.2019	Shears		Shed No. 1	15.00			
27.09.2019	Spade		Shed No. 1	25.00			

27.09.2019	Shovel		Shed No. 1	10.00			
27.09.2019	Fork		Shed No. 1	35.00			
27.09.2019	Leaf rake		Shed No. 1	15.00			
27.09.2019	Hand fork/rake		Shed No. 1	10.00			
27.09.2019	Hand fork with extended handle		Shed No. 1	15.00			
27.09.2019	Litter picking tool		Shed No. 1	10.00			
27.09.2019	Pressure washer		Shed No. 1	100.00	Disposed of Broken		
27.09.2019	Garden hose (30m)		Shed No. 1	15.00			
27.09.2019	Extending pruners		Shed No. 1	30.00			
27.09.2019	Watering can (green)		Shed No. 1	15.00			
27.09.2019	Extension lead (15 mtr)		Shed No. 1	30.00			
27.09.2019	Duch hoe		Shed No. 1	5.60			
27.09.2019	Sweeping brush (24"		Basement	1.99			
27.09.2019	Bolster chisel (4")		Basement	2.68			
27.09.2019	Flat blade screwdriver (4")		Basement tool cabinet	2.20			

27.09.2019	Pair Blueline pipe grips		Basement tool cabinet	3.50			
27.09.2019	Surform		Basement	2.30			
27.09.2019	Wire brush		Basement	1.45			
27.09.2019	Scraper (4")		Basement tool cabinet	1.10			
27.09.2019	Rolson adjustable spanner (8")		Basement	3.15			
27.09.2019	Adjustable forged steel spanner (8")		Basement tool cabinet	2.99			
27.09.2019	Stilton wrench (No. 12s)		Basement tool cabinet	4.12			
27.09.2019	Set open end closed ring spanners		Basement tool cabinet	2.25			
27.09.2019	Pair ear defenders		Basement	0.90			
27.09.2019	Pair safety gloves		Basement	1.16			
27.09.2019	Pair safety gloves		Basement	1.16			
27.09.2019	3 point cultivator		Shed No.1	17.00			
27.09.2019	Motorised floor polisher		Basement	185.00			
27.09.2019	Sack truck		Basement	42.00			
27.09.2019	Cordless drill		Basement	58.00	No Battery Charger		

27.09.2019	Megger PAT tester		Basement	350.00	Not up to current standard		
27.09.2019	Watering can (red)		Shed No. 1	15.00			
27.09.2019	Edging shears		Shed No. 1	20.00			
27.09.2019	Hand rake		Shed No. 1	15.00			
	Folding Garden chair		Shed No. 2		Sold	11.06.2021	5.00
	Folding Garden chair		Shed No. 2		Sold	11.06.2021	5.00
27.09.2019	Hacksaw		Basement tool cabinet	3.40			
27.09.2019	Coping saw		Basement tool cabinet	4.68			
27.09.2019	Wood saw		Basement	8.28			
27.09.2019	Dustpan & brush		Basement	1.50			
27.09.2019	Plastic draw set		Basement	1.15			
27.09.2019	Tool box (portable)		Basement	5.99			
27.09.2019	Extension leads x 4		Basement	48.00			
27.09.2019	T square		Basement tool cabinet	4.25			
27.09.2019	Claw hammer		Basement tool cabinet	3.88			

04.10.2019	Screwdriver set		Basement tool cabinet	14.20			
04.10.2019	Spirit level 70-2 series 80cm	Stabila	Basement tool cabinet	18.65			
04.10.2019	Spirit level alloy 300mm	Rolson - 54460	Basement tool cabinet	3.94			
04.10.2019	Square combination set 12"		Basement tool cabinet	4.89			
04.10.2019	Vernier calipers 150mm	Hilka - 76915000	Basement tool cabinet	10.32			
04.10.2019	Hammer drill 30mm 900w 3 mode	Duratool - 9202712	Basement tool cabinet	39.96			
04.10.2019	Drill bit set 300pc imperial		Basement tool cabinet	26.65			
04.10.2019	Multitool 240V	Bosch – 3603A02070	Basement tool cabinet	58.29			
04.10.2019	Jigsaw blade set (10 pack)	Bosch – 26707010630	Basement tool cabinet	9.75			
04.10.2019	Jigsaw 500W	Bosch – 363CA0071	Basement tool cabinet	41.19			
04.10.2019	Socket tester	BSEN – 610 10-1	Basement tool cabinet	7.04			
04.10.2019	Stanley knife	99E	Basement tool cabinet	5.44			
04.10.2019	Voltage detector-light-tone	Erthos 4050	Basement tool cabinet	8.24			
04.10.2019	Combi Drill 18V & impact kit BMC	Drill duratool 920212	Basement tool cabinet	69.95			
08.10.2019	Bosch Power Washer	Universal Aquatak 125	Basement	99.98			

30.10.2019	Snow/bubble machine	160565UK	Basement	85.00	Donated		
30.10.2019	Snow/bubble machine	Broken	Basement	85.00	Donated		
24.10.2019	Pliers		Basement	5.93			
24.10.2019	Pliers		Basement	5.93			
25.10.2019	Hand fork		Basement	1.87			
15.11.2019	Spanner		Basement	1.54			
15.11.2019	5m Tape		Basement	3.00			
19.11.2019	4 Stanley marker pens		Basement	1.76			
19.11.2019	Crowbar		Basement	11.21			
26.11.2019	25mm Chisel		Basement	4.87			
26.11.2019	19mm Chisel		Basement	4.20			
26.11.2019	13mm Chisel		Basement	3.79			
29.11.2019	B&D Cordless Blower		Basement	208.33			

16.10.2019	Desk top fan		Store room 2	11.00	Broken		
16.10.2019	Flip chart easel		Store room 2	50.00			
16.10.2019	Ativa cross shredder	AT-16X	Store room 2	150.00			
16.10.2019	Logitech cordless keyboard	P199980812-3S P/N 867894-0120	Store room 2	30.00			
30.10.2019	Waterlogic cooler unit		Store room 2				
	Benches		Back garden	500.00			
	Benches		Back garden	500.00			
	Benches		Back garden	500.00			
	Benches		Back garden	500.00			
	Benches		Back garden	500.00			
30.10.2019	Evac-chair		Upstairs hallway	620.00			
30.10.2019	Clock		SMR by lift	5.00			
16.12.2019	USB Speakers		IT Suite	56.50	Sold	05.05.2021	15.00

16.12.2019	USB Speakers		IT Suite	56.50	Sold	19.05.2021	15.00
16.12.2019	USB Speakers		IT Suite	56.50	Sold	05.05.2021	15.00
16.12.2019	Computer Chairs x 9 @ 49.00 each	Nigel disposed of	IT Suite	441.00			
16.12.2019	HP Prodesk PC		IT Suite	336.00	Sold	05.05.2021	50.00
16.12.2019	HP Prodesk PC		IT Suite	336.00	Sold	05.05.2021	50.00
16.12.2019	HP Prodesk PC		IT Suite	336.00	Sold	19.05.2021	50.00
16.12.2019	HP Prodesk PC		IT Suite	336.00	Sold	19.05.2021	50.00
16.12.2019	HP Prodesk PC		IT Suite	336.00			
16.12.2019	HP Prodesk PC		IT Suite	336.00			
16.12.2019	HP Prodesk PC		IT Suite	336.00			
16.12.2019	HP Prodesk PC		IT Suite	336.00			
16.12.2019	HP Prodesk PC		IT Suite	336.00			
16.12.2019	HP Prodesk PC		IT Suite	336.00			
16.12.2019	Display screens		IT Suite	81.00	Sold	05.05.2021	50.00
16.12.2019	Display screens		IT Suite	81.00	Sold	05.05.2021	50.00

16.12.2019	Display screens		IT Suite	81.00	Sold	19.05.2021	50.00
16.12.2019	Display screens		IT Suite	81.00	Sold	19.05.2021	50.00
16.12.2019	Display screens		IT Suite	81.00			
16.12.2019	Display screens		IT Suite	81.00			
16.12.2019	Display screens		IT Suite	81.00			
16.12.2019	Display screens		IT Suite	81.00			
16.12.2019	Display screens		IT Suite	81.00			
16.12.2019	Display screens		IT Suite	81.00			
16.12.2019	HP Keyboard		IT Suite	22.00	Sold	05.05.2021	5.00
16.12.2019	HP Keyboard		IT Suite	22.00	Sold	05.05.2021	5.00
16.12.2019	HP Keyboard		IT Suite	22.00	Sold	19.05.2021	5.00
16.12.2019	HP Keyboard		IT Suite	22.00	Sold	19.05.2021	5.00
16.12.2019	HP Keyboard		IT Suite	22.00			
16.12.2019	HP Keyboard		IT Suite	22.00			
16.12.2019	HP Keyboard		IT Suite	22.00			

16.12.2019	HP Keyboard		IT Suite	22.00			
16.12.2019	HP Keyboard		IT Suite	22.00			
16.12.2019	Mouse		IT Suite	6.00	Sold	05.05.2021	5.00
16.12.2019	Mouse		IT Suite	6.00	Sold	05.05.2021	5.00
16.12.2019	Mouse		IT Suite	6.00	Sold	19.05.2021	5.00
16.12.2019	Mouse		IT Suite	6.00			
16.12.2019	Mouse		IT Suite	6.00			
16.12.2019	Mouse		IT Suite	6.00			
16.12.2019	Mouse		IT Suite	6.00			
16.12.2019	Mouse		IT Suite	6.00			
16.12.2019	Mouse		IT Suite	6.00			
16.12.2019	HP Printer		IT Suite	108.00			
16.12.2019	WiFi Solution		IT Suite	3,614.00			
16.12.2019	Netgear 2 Prosafe 20 port Network		IT Suite	295.00			

16.12.2019	Desk		IT Suite	115.00			
16.12.2019	Desk		IT Suite	115.00			
16.12.2019	Desk		IT Suite	115.00			
16.12.2019	Desk		IT Suite	115.00			
16.12.2019	Desk		IT Suite	115.00			
16.12.2019	Desk		IT Suite	115.00			
16.12.2019	Desk		IT Suite	115.00			
16.12.2019	Desk		IT Suite	115.00			
16.12.2019	Desk		IT Suite	115.00			
	Executive -Computer chairs	New 2018	IT Suite	43.34	Sold	05.05.2021	40.00
	Executive -Computer chairs	New 2018	IT Suite	43.34	Sold	05.05.2021	40.00
27.05.2021	Executive -Computer chairs	New 2018	Moved to Unit 9	43.34			
	Executive -Computer chairs	New 2018	IT Suite	43.34			
	Executive -Computer chairs	New 2018	IT Suite	43.34			

	Executive -Computer chairs	New 2018	IT Suite	43.34			
	Executive -Computer chairs	New 2018	IT Suite	43.34			
	Executive -Computer chairs	New 2018	IT Suite	43.34			
	Executive -Computer chairs	New 2018	IT Suite	43.34			
	Clock		IT Suite	5.00			
30.10.2019	Clock		Entrance lobby	5.00			
30.10.2019	First aid box		Entrance lobby	20.00			
30.10.2019	Notice Board		Entrance lobby	50.00			
30.10.2019	Fire Panel		Entrance lobby	95.00			
30.10.2019	3 Sheds No. 1		Outside	125.00			
30.10.2019	3 Sheds No. 2		Outside	125.00			
30.10.2019	3 Sheds No. 3		Outside	125.00			
30.10.2019	Blue Bench		Outside	571.60	Donated Swan Island Shopping Centre	26.02.2020	
30.10.2019	Blue Bench		Outside	571.60	Donated Morley Road Shopping Centre	29.01.2020	

30.10.2019	Blue Bench		Outside	571.60			
30.10.2019	BTC Sign	New 2018	Outside front Building	226.00			
30.10.2019	External notice board	New 2018	Outside front Building	701.00			
30.10.2019	Blinds	New 2018	Inside front windows	2,056.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			

30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
30.10.2019	Fire extinguishers		Around the building	40.00			
16.12.2019	Cemetery Memorial Wall		Burntwood Cemetery	12,490.00			
16.12.2019	Benches (with backs & arms)		Burntwood cemetery	571.60			
16.12.2019	Benches (with backs & arms)		Burntwood cemetery	571.60			
16.12.2019	Benches (with backs & arms)		Burntwood cemetery	571.60			
16.12.2019	Benches (with backs & arms)		Burntwood cemetery	571.60			
16.12.2019	Benches (with backs & arms)		Burntwood cemetery	571.60			
16.12.2019	Benches (Plank type)		Burntwood cemetery	275.00			
16.12.2019	Benches (Plank type)		Burntwood cemetery	275.00			
16.12.2019	Benches (Plank type)		Burntwood cemetery	275.00			

16.12.2019	Benches (Plank type)		Burntwood cemetery	275.00			
16.12.2019	Ramp (for skips)		Burntwood Cemetery	1,265.00			
	Notice boards		Burntwood Cemetery	511.20			
	Notice boards		Burntwood Cemetery	511.20			
16.12.2019	Netting around Cemetery Compound	New 2019	Burntwood Cemetery	68.45			
	Mobile Grit/Salt Bin	New 2020	Burntwood Cemetery	162.00			
16.12.2019	Entrance Gate sign		Coulter Lane Burial Ground	445.00			
16.12.2019	Entrance Gate sign		Coulter Lane Burial Ground	445.00			
16.12.2019	Miners Memorial Sculpture			90,000.00			
16.12.2019	SCAMP Maquette			5,000.00			
16.12.2019	Welcome to Burntwood Sign			2,075.00			
16.12.2019	Welcome to Burntwood Sign			2,075.00			
16.12.2019	Welcome to Burntwood Sign			2,075.00			
16.12.2019	Welcome to Burntwood Sign			2,075.00			

16.12.2019	Benches		Sankey's Corner	500.00			
16.12.2019	Benches		Sankey's Corner	500.00			
16.12.2019	Benches		Sankey's Corner	500.00			
16.12.2019	Benches		Sankey's Corner	500.00			
16.12.2019	Benches		Sankey's Corner	500.00			
16.12.2019	Litter Bin		Sankey's Corner	153.75			
16.12.2019	Litter Bin		Sankey's Corner	153.75			
16.12.2019	Litter Bin		Sankey's Corner	153.75			
16.12.2019	Litter Bin		Sankey's Corner	153.75			
16.12.2019	Benches x 8 (refurbished)			2,400.00			
16.12.2019	Heritage Telephone box (Adopt a kiosk)			1.00			
16.12.2019	Modern telephone boxes (as above)			1.00			

16.12.2019	Modern telephone boxes (as above)			1.00			
16.12.2019	Speed indicator devices			1,184.50			
16.12.2019	Speed indicator devices			1,184.50			
16.12.2019	Speed indicator devices			1,184.50			
16.12.2019	Speed indicator devices			1,184.50			
16.12.2019	Speed indicator devices			1,184.50			
16.12.2019	Speed indicator devices			1,184.50			
16.12.2019	Speed indicator devices			1,184.50			
16.12.2019	Defibrillators & Cabinets			1,346.67			
16.12.2019	Defibrillators & Cabinets			1,346.67			
16.12.2019	Defibrillators & Cabinets			1,346.67			
16.12.2019	Defibrillators & Cabinets			1,346.67			
16.12.2019	Defibrillators & Cabinets			1,346.67			
16.12.2019	Defibrillators & Cabinets			1,346.67			

16.12.2019	Traffic island sponsorship signs			1,050.00			
16.12.2019	Civic Regalia (2010 valuation)		Chairman	4,359.00			
16.12.2019	Consorts Badge of office		Vice Chairman	326.00			
16.12.2019	Hearing loop kit			300.00			
08.10.2019	Samsung Mobile phone (Graham)	New 2019	Phone and below tablet on monthly contracts				
08.10.2019	Samsung tablet (Mark)	356224/10/589272/9	Basement tool cabinet				

			TOTAL	196,818.13			570.00
--	--	--	--------------	-------------------	--	--	---------------

Burntwood Town Council

Thursday 24th June 2021

Allotments Assessment of Need

1.0 Purpose of the Report

1.1 To update the Town Council on progress in respect of the ongoing assessment of need.

2.0 Background

2.1 At its meeting on 11th March 2021 the Town Council authorized the Town Clerk to invite local residents to submit an expression of interest in renting an allotment. The intention of the exercise was to get a measure of the scale and nature of the community interest in renting an allotment.

3.0 Expression of Interest

3.1 On 25th March 2021 an invitation for local residents to express an interest in renting an allotment was placed on the Town Council website (See Appendix 1). The Town Council's Facebook Page and Twitter page were used to direct people to the website.

3.2 Unfortunately despite some social media chatter raising awareness of the issue the Town Council received only two expressions of interest, plus an email supporting the general principle of providing allotments for the town.

3.3 Despite this low response work has continued to find a possible site. Discussions have been held at officer level with Lichfield District Council to see if any public open space could be made available. For the purposes of the exercise the size of the site required was set at between 0.25 and 0.3 hectares. This would allow the provision of six standard and six small allotments plus parking and circulation place. In contrast an adult football pitch requires 0.4 hectares.

3.4 The preferred site to emerge from these discussions is Church St Public Open Space. Where there is an area of grassland not used for sporting activities or other purposes that could be converted to allotments (see Appendix 2). It is not too close to housing and has vehicular access. The allotments could be provided without any loss of trees or disruption of the surface paths across the site. Further examination of the site is continuing to assess its suitability for use as allotments.

3.5 Work has also started to see to what extent new housing schemes could in the future support further allotments provision. Policy HSC1 of the Lichfield Local Plan states that

"New allotment space will be provided in conjunction with the Lichfield City Strategic Development Allocations (East of Lichfield and South Lichfield) at a minimum of 1 plot (150sqm) per 32 households. Other Strategic Development Allocations will provide demand or contribute to the provision of allotments at the same rate, where there is local evidence of unmet demand.

For existing communities, the creation of new allotments for residents to grow their own produce will be supported in sustainable locations where there is evidence of local demand".

4.0 Financial Considerations

4.1 This report poses no new financial implications for the Town Council.

5.0 Legal Context

5.1 The trigger for the Town Council to act in response to the provisions of Section 23(2) of the Small Holdings and Allotments Act 1908 which requires the 'allotment authority' to undertake an assessment of the existing allotments and make good any shortfall in response to demand from local residents has still not been reached. Therefore any actions that the Town Council still has discretion in this matter.

6.0 Conclusion

6.1 Despite the disappointing response to the call for expressions of interest it is still felt to be important that the opportunities to provide a further allotment site in the town is explored. Work will continue to find a possible piece of existing open space that could be converted to allotments as well as assessing the potential of future housing development to provide allotments. This work stream is being monitored by the Overview and Scrutiny Committee.

7.0 Recommendation

7.1 There is no recommendation as this report is for information.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

News release: 25 March 2021

Town Council to investigate level of demand for allotments in the Town

Burntwood Town Council is currently investigating the need for more allotments to be provided in the town.

To help the Town Council understand the level of demand and the location of the plots needed it would be really helpful if those residents, wanting to rent an allotment at some time in the future, could submit an expression of interest.

In submitting your expressions of interest please can you answer the following questions:

- What is your address? You will need to be a resident of Burntwood.
- How far are you willing to travel to an allotment site?
- What is likely to be your main means of travel to the allotment site?
- Have you rented an allotment site before?
- Are you currently on a waiting list?
- What facilities would you want on site?
- How much rent would you be willing a year for an allotment site?
- Would you support the Precept (Council Tax) being raised to pay for the purchase of land and the setting up of the allotment?
- Would you be willing for existing public open space to be converted to allotments?

Please submit your expressions of interest to the Town Council by Friday 30th April 2021 via email or post: townclerk@burntwood-tc.gov.uk or Burntwood Town Council, The Old Mining College, Queen Street, Burntwood WS7 4QH.



ENCLOSURE NO. 8 - APPENDIX 1



Lichfield
district council
www.lichfielddc.gov.uk

District Council House
Frog Lane
Lichfield
Staffs
WS13 6YY

Telephone: 01543 308000
enquiries@lichfielddc.gov.uk

ArcGIS Web Map

ENCLOSURE NO. 8 APPENDIX 2

Drawing Details:

Scale : 1:2,017

Date: 03 June 2021

Drawing Prepared by:
ArcGIS Web AppBuilder

© Crown Copyright.
Database Rights 2017
Lichfield District Council.
Licence No : 100017765.

Burntwood Town Council

Thursday 24th June 2021

Performance Management Policy

1.0 Purpose of Report

1.1 To update the Council's existing Performance Management Policy.

2.0 Background

2.1 The existing policy (previously known as the staff appraisal policy) dates from 2016. The policy needs to be updated.

3.0 Performance Management Policy

3.1 The proposed updated policy is attached as Appendix 1

4.0 Financial Considerations

4.1 Updating the policy will not pose any new financial commitments for the Council. It may however benefit from improved staff performance due to improved skills and motivation.

5.0 Legal Context

5.1 There is not a legal requirement for the Town Council to have a staff appraisal policy.

6.0 Conclusion

6.1 The Council's existing performance management policy is out of date. Whilst it is not a legal requirement for the Council to have a policy it is seen as good practice. It demonstrates to existing employees a recognition of the contribution that they make to the work of the Council and provides a framework for their development. In turn it helps to clarify for employees what is expected of them. It will also enhance the attractiveness of the Council as a potential employer.

7.0 Recommendation

7.1 The Town Council is recommended to approve the Performance Management Policy set out in Appendix 1.

Contact Officer

Graham Hunt

Graham.hunt@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

Staff Performance Management Policy

1.0 Policy Statement

1.1 It is the policy of Burntwood Town Council that performance appraisal procedures covering all employees are undertaken annually.

1.2 The objectives of the scheme are:

- To enhance the quality and efficiency of services and customer care provided by Burntwood Town Council through supporting each employee to consistently achieve high standards of performance.
- To help all employees develop to their fullest attainable level of potential and achievable job satisfaction.

2.0 Core Principles

2.1 This policy aims to create a performance management framework to ensure that all employees:

- have an annual appraisal meeting.
- know what is expected of them in terms of the standard of their performance from the beginning of their employment.
- know what is required of them to do their job effectively.
- receive recognition for their achievements.
- receive feedback on a regular basis which aims to improve and develop their performance.
- identify areas where improvement is needed.
- identify their learning and development needs.
- plan their career development where possible.

2.2 Performance will be reviewed against the requirements of the job description and the objectives set at the previous performance management interview or a mid – year subsequent review. The Town Clerk will carry out the staff appraisals and Chair of the Policy and Resources Committee the appraisal of the Town Clerk.

2.3 Incremental salary increases are dependent on a satisfactory performance appraisal. The Policy and Resources Committee will be informed of the annual staff appraisals.

2.4 Records of performance management appraisals are confidential to the staff member and the Town Clerk, although where appropriate and with the agreement of the employee, the Chair of the Policy and Resources Committee may have sight of the appraisal.

3.0 Appraisal Procedure

3.1 Employees must be given adequate notice of their appraisal discussions and guidance/briefing on how to prepare for and get the best out of the meeting. All relevant paperwork should be shared with the employee at least 7 working days before the appraisal date.

3.2 The following paperwork will be used to support the appraisal process:

- Appendix 1 Guidelines for Appraisers
- Appendix 2 Guidelines for Employees
- Appendix 3 Appraisal Interview Forms

3.2 Employees have the right to add comments to their appraisal form. This may be anything they wish to say about their appraisal, current duties, their line manager and any blocks to the achievement of the objectives and targets set.

3.3 The appraisal should also look to see if any additional support or equipment is needed to enable an employee to perform their role effectively. This may be ICT equipment, flexible working arrangements or whether any reasonable adjustments are needed to support a disability.

3.4 Where it is known that an employee is due to commence a long period of absence this will be factored into the objective timescales. Where appropriate, an appraisal will be held before the absence starts. Where employees miss scheduled appraisal meetings due to sickness absence, the meeting will be rearranged to take place following their return.

4.0 Disputed Appraisals

4.1 An employee may invoke the Town Council's Grievance Procedure if they feel that their performance appraisal is unfair or inaccurate.

5.0 Policy Review

5.1 The Policy will be reviewed following a full Council election.

APPENDIX 1 GUIDELINES FOR APPRAISER'S

1.0 HOW TO CONDUCT EFFECTIVE APPRAISALS

1.1 Preparation

- Arrange meeting well in advance giving at least 7 working days' notice of the meeting. Make sure supporting document is provided with meeting request.
- Prepare thoroughly using business plan (where one exists), job description, training and development record for last 12 months and the personal development plan. It will help to focus your thoughts if you prepare with a blank copy of the Appraisal form in front of you, and also last year's Appraisal and review notes.
- Allow enough time and choose a place where the discussion will be free from interruptions.

1.2 Opening the Discussion

- Put the Appraisee at ease by creating a friendly, relaxed atmosphere.
- Briefly state the purpose of the Appraisal procedure and the form the meeting will take.
- Emphasise that the meeting is to review performance and development needs.
- Mention that you will be taking notes either to complete the form now or for writing up afterwards.

2.0 REVIEW OF LAST 12 MONTHS

2.1 Job Description

- Discuss and agree the key areas of the job holder's role (Section 1 of appraisal interview form).
- Note any areas of change in responsibilities or the scope of the job, and decide if the job description needs amending (Section 1).

2.2 General Review

Reflect on the last 12 months. What general areas of performance went well (Section 2a) and which could have been improved (Section 2b)? At the meeting, ask the Appraisee what they feel they did well and what could have been done better.

2.3 Performance Review

- Review targets and objectives set at previous Appraisals (Section 2c).

- Discuss how well the Appraisee met the targets and objectives of their other key tasks/duties, as identified in previous Appraisals and job description. Identify any further development needs. Also discuss alternatives to formal training such as mentoring, special projects or secondments (Section 2c).
- Review training received since last Appraisal and how it has helped to meet the set objectives (these could be individual and Council) and improve performance (Section 2d).

2.4 Future Performance Targets

Set new targets for coming 12 months in line with the Council business plan. Targets must be SMART, i.e. Specific, Measurable, Agreed, Realistic and Timed (Section 3). Do not forget you will be reviewing these next year, so it is worth spending time on these now.

3.0 PERSONAL DEVELOPMENT PLAN

- Discuss and agree the Appraisee's major development needs.
- Prepare a development plan with the Appraisee. This should cover both training needed to help the Appraisee meet the objectives of their current job, and training or development needed to meet any anticipated changes brought about by the business plan.
- Give the Appraisee an opportunity to describe their career goals, on a personal basis and within the Council's structure. Be realistic and avoid expectations beyond reasonable fulfilment.

4.0 CLOSING THE DISCUSSION

- Reinforce praise for areas that have gone well.
- Summarise the major points of the discussion and answer any remaining questions.
- Review both the business targets and development objectives and confirm the Appraisee's commitment. It is essential that they fully understand what is expected and what commitments have been made.

4.0 SET REVIEW DATES

Set a review date with the Appraisee to examine progress. Every Appraisee should have at least one review meeting between Appraisals.

5.0 THE COMPLETED APPRAISAL FORM

- Write up notes in the relevant sections on the Appraisal Form, either at the meeting or within 10 days.
- The agreed objectives and targets should be clearly written up.

- Both the Appraiser and Appraisee should sign the form, where there is an opportunity to write comments.
- The Appraisee must receive a copy within 10 working days of the date of the Appraisal. Please observe confidentiality.
- The Appraiser's copy should be kept in a secure and confidential file, to be used again when preparing for the next review meeting.
- Both Appraiser and Appraisee should take their copies of the Appraisal form to the review meeting and any amendments should be noted in the final column. However, if substantial changes are required then a new Appraisal form should be completed and the Personal Development Plan updated if necessary.

6.0 THE REVIEW MEETING

- Review meetings are mini-appraisals and should be conducted in a similar way. Every employee should have at least one review meeting between Appraisals.
- The purpose of reviews is to check the Appraisee's progress against the targets set at Appraisal, to see if priorities have changed, or new ones added, and to assess whether additional resources or training are required.
- The Interview Appraisal Forms, completed following the actual Appraisal, should be used as the base document. Any additional tasks or comments on previously set targets should be added to a copy of the Interview Appraisal Form and then copied for the Appraisee.

7.0 EMPLOYMENT STATUS

7.1 Employees who transfer from one post to another within BTC should receive their first Appraisal within 6 months of starting the new job.

7.2 New employees, with continuous local government service, should receive their first Appraisal within 6 months of starting the new job.

7.3 As part of the Induction Policy and Probationary Period Procedure, every newly appointed employee will receive another copy of the job description and a briefing from the Town Clerk to ensure that they are fully aware of the duties of their post and of the standards of performance required.

7.4 New employees, without continuous local government service, will be given appropriate training and assistance throughout their 26-week probationary period, to help them meet the required standards of performance.

7.5 Probationary review assessment meetings will be held after 1 month, 3 months, 5 months and 6 months service. These are similar to Appraisal interviews but should be recorded on the Probationary Review Record.

7.6 Following the six-month probationary review a decision is made about confirming the employee in post. Please refer to the Induction Policy and

Probationary Period Procedure, a copy of which is sent out with the 1 month Probationary Review Record forms.

7.7 first full Appraisal will take place 12 months after the six-month probationary review, a review meeting having been held in between.

8.0 HELPFUL HINTS

8.1 In addition to the day-to-day management of the Council, the Appraisal interview is an ideal opportunity to feedback on performance and enhances the rapport between you and the individuals in your team. Done well it can motivate them, increase their self-confidence, assist their future development and help them realise their value to the team. Express criticism and negative feedback in a non-threatening way, sticking to behaviour not personality, i.e. what they do, not what they are.

8.2 You should go into the Appraisal with an open mind and encourage your staff's participation in the discussion. This can be helped by using the following skills:

- **Constructive Listening**

Pay full attention to what the Appraisee is saying and use nods and oral responses to indicate understanding of what has been said. Try not to interrupt and don't be afraid of silences.

- **Effective Questioning**

Avoid questions which can be answered in one or two words or closed questions which could prompt a "Yes" or "No" answer. Concentrate on open-ended questions where information is required, i.e.: questions beginning with "which", "how", "when", "where" and "why".

- **Summarising Appraisee Remarks**

Occasionally summarise in your own words what you think the Appraisee has been trying to tell you. In this way you can test your understanding and misunderstandings can be corrected.

9.0 PITFALLS TO AVOID

9.1 There are some potential pitfalls which you should be aware of that could cloud your judgement during an Appraisal.

- **The Halo Effect**

This means assessing the employee as "all good" or "all bad" because of one characteristic. One weakness can superficially obscure several strengths. Conversely, one strength can obscure several weaknesses.

- **The Recency Effect**

This means that the Appraiser has been unduly influenced by a major contribution or serious mistake which occurs just before the Appraisal.

- Stereotypes

Most of us have unconscious biases for or against certain characteristics in others or tend to classify people into stereotypes. You should make every effort to recognise these traits in yourself and overcome them during the Appraisal process.

10.0 APPRAISER'S CHECKLIST

10.1 The paperwork that you will need is as follows:

- A copy of the job description
- The Business Plan (where one exists)
- The Training and Development record for the last 12 months
- Previous year's Personal Development Plan (as available)
- Last Appraisal record
- Review notes
- New set of forms and up-to-date Staff Performance Appraisal Review Guidelines

10.2 The Job Description should identify and agree the key areas of the job holder's role and put them under Section 1. Does it need amending? Agree any changes and arrange for amending.

10.2 The Review of Achievements should identify what went well and why? Also, what could have been improved on? Ask the Appraisee to say what they thought about their own performance (put comments under Section 2a). Include your positive feedback.

10.3 Agree Targets for the next 12 Months. Set review dates and record the discussion under Section 3.

10.4 Discuss and identify training needs over the next 12 months. Create or update a Personal Development Plan.

10.5 Summarise and close the discussions. Sign form. Update appraisal record and give Appraisee copy.

APPENDIX 2

PERFORMANCE MANAGEMENT SCHEME

GUIDELINES FOR APPRAISEE'S

1.1 Try to approach your Appraisal with a positive attitude. It is designed to help you clarify your role within the Council, be given feedback on your performance and explore your future development.

1.2 You can help yourself by preparing for your Appraisal. You will need a copy of your job description, business plan, training and development record for last 12 months, previous Appraisal documents, review notes, your personal development planner and a new set of forms and up-to-date Staff Performance Appraisal Review Guidelines.

1.3 Look at the tasks in your job description and consider how well you have done these tasks since your last Appraisal, what went very well and what could have gone better. What factors contributed to the successes and what problems were experienced.

1.4 After discussion, you will agree targets for the next 12 months to help the Council achieve its objectives set out in the business plan. This may highlight some development needs and a personal development plan can be drawn up.

1.5 You will be given a copy of the form within 10 days. This document is then signed by you and the Appraiser. There is an opportunity for you to write comments on the form before signing.

1.6 A Personal Development Plan will be completed at your Appraisal. This will cover both training needed to help you meet the objectives of your current job and training or development to meet any anticipated changes brought about by the business plan. This is where you have an opportunity to discuss your personal development within the Council's structure.

1.7 At least one review meeting will be held between Appraisals. The format will be very similar to Appraisals, and the purpose is to check your progress against the targets set at Appraisal, to see if priorities have changed or new ones added. It is also an opportunity to assess whether additional resources or training are required.

1.8 The Interview Appraisal forms completed at your Appraisal will be used as a starting point, and any additions or amendments will be added to the form by the Appraiser and you will be given a copy.

EMPLOYEES CHECKLIST

2.1 The paperwork that you will need is as follows:

- A copy of your job description
- The Business Plan (where one exists)
- The Training and Development record for the last 12 months
- Previous year's Personal Development Plan (as available)
- Last Appraisal record
- Review notes
- New set of forms and up-to-date Staff Performance Appraisal Review Guidelines

2.2 The Job Description should identify and agree the key areas of your job. Does it need amending? Agree any changes and who will amend it.

2.3 The Review of Achievements should identify what went well and why? You will be asked what you think went well, in terms of your own performance. You will also be asked what could have been improved on, in terms of your own performance. Both, positive and negative feedback may be provided as part of the appraisal.

2.4 Look at list of training you have received in the last 12 months and assess the contribution it has made to your performance.

2.5 With your Appraiser, you will have the opportunity to discuss new targets and identify your development needs. With your Appraiser set review dates.

2.6 Discuss and identify your training needs for the next 12 months. Complete the Personal Development Plan with your Appraiser.

2.7 Appraiser will close the meeting by summarising your discussions and asking you if you have any further questions. Once agreed and completed, you and your Appraiser will sign the form (there is space for comments). Then you will need to agree meeting date to discuss performance of targets.

APPENDIX 3

APPRAISAL INTERVIEW FORMS

NAME

JOB TITLE

1. List Key Areas of Job Holder's Role

Does the Job Description need amending? Yes () No ()

Date of this Appraisal

Date of last Appraisal

2. GENERAL REVIEW OVER LAST 12 MONTHS

(Identify and discuss general areas of performance which have gone well or could have been improved over the last 12 months. These might not be specific tasks but may be about how the job holder performs the tasks.)

a) What Went Well?

b) What Could Have Been Improved On?

3. PERFORMANCE REVIEW

(Discuss the job holder's contribution to the Council's objectives, and their performance against the job description over the past 12 months.)

Key Tasks/Duties	Objective realised	Problems experienced and reasons	Development needs

4. How did the training received over the last 12 months help to realise objectives?
Please include all learning activities, i.e. courses, on the job training, etc.

What did the training aim to achieve?	Learning Activity (Method)	What difference did the training make to performance

5. FUTURE PERFORMANCE TARGETS

(Discuss Council's objectives as set out in the business plan, and agree targets for Appraisee for the coming 12 months.)

Key Tasks/Duties	Section's Objectives	Personal Targets	Developmental Need	Review Notes

Use this sheet to discuss and complete a Personal Development Plan for the Appraisee.

6. PERSONAL DEVELOPMENT PLAN

NAME:

DATE OF APPRAISAL:

DEVELOPMENT NEED	OBJECTIVES What are you trying to achieve?	INTENDED OUTCOME How will your performance change?	HOW WILL THIS help achieve the Business Plan?	LEARNING ACTIVITIES Dates/Cost	REVIEW

7. COMMENTS BY APPRAISER

Signed Dated

COMMENTS BY APPRAISEE

Signed Dated

8. REVIEW MEETING DATE

.....

APPRAISAL COMPLETION FORM

Appraisee: _____

Appraiser: _____

Appraisal Date: _____

Appraisal Forms completed Y/N

Copy to Appraisee Y/N _____ **Appraisee Signature**

Personal Development Plan attached Y/N

TOPLIS ASSOCIATES LTD.

STREETHAY LODGE
STREETHAY
LICHFIELD
STAFFORDSHIRE WS13 8LR

TEL: 01543-419202

7 June, 2021

The Chairman
Burntwood Town Council
The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

Dear Councilor

Conclusion of Internal Audit of your Parish Council For the year ended 31st March 2021

Following the completion of my work for the above year we are writing to inform the Council that having carried out the year-end desk review I have been able to sign the Annual Governance and Accountability Return Part 3 ("AGAR") without any qualification.

The independent internal examination of the Councils governance, financial affairs and certification of the 2020-21 AGAR to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 and embodied in the Joint Panel on Accountability and Governance Practitioners Guide March 2020.

In summary, we covered the following areas in our examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures.
- Charitable Trusts (when appropriate)

Registered Office as above
Registered in England No 3219234

ENCLOSURE NO. 10

This year we have carried out a review of your web site to evaluate its conformance to the Local Government Transparency Code 2015 which is to be viewed as a minimum standard. We confirm your web site meets this requirement.

We carried out three desk reviews during the fiscal year and were accorded with full co-operation by your Clerk. Any issues which we raised with the Clerk during the conduct of our work have either been satisfactorily rectified or are noted below.

A copy of our Annual Internal Audit certification (page 3 of the AGAR) for 2020-21 is attached. We have also attached a completed copy of your Audit Programme with annotations (see below)

We would wish to draw your attention to the "Publication Requirements" on page 1 of the AGAR

We would also wish to draw your council's attention to the following matters:

1. We note that your general reserves cover (after the exclusion of properly voted earmarked funds of £416,258) is 0.52 years. We consider this to be a very comfortable level of general reserves balance at the year-end;
2. Due to ongoing COVID-19 restrictions we have not been able to conduct a physical examination of your supplier's invoices and receipt documents to verify that they have been processed in accordance with your Financial Regulations and I have indicated this fact on your Audit Programme accordingly. It is our intention to carry out this review as soon as COVID restrictions are lifted and we have penciled in a date for this with your Finance Officer and Town Clerk;
3. We are aware that your Finance Officer did not report to the council that the completed External Audit report had been signed off and returned without qualification or comment by Mazars. Despite this oversight we do not believe that this in any way infringed the public's rights as the completed report and the Notice of Conclusion of Audit was properly displayed on the council's web site. We have therefore ticked Internal Control Objectives M & N as YES on the Annual Internal Audit certification. Please be aware that as one of the intermediate audit questions from Mazars asks for a copy of the minute acknowledging the receipt of the External Auditors report you may receive a reprimand comment (not a qualification). I recommend you send a fulsome reason (Zoom meetings under COVID restrictions) and apology with the AGAR when you forward it to Mazars.

ENCLOSURE NO. 10

In respect of the new Council year we make the following additional observations and recommendations for your consideration:

1. We recommend that during the fiscal year your council should review the Risk Assessment to ensure that it still reflects the current environment. Your council should then minute its ratification;
2. During the fiscal year your council should review your Standing Orders and Financial Regulations to ensure that they still reflect the current environment. Your council should then minute that ratification. Please note that it is important that your Financial Regulations meet the standard set by those published by NALC in July 2019. The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 and contain a number of important legal changes;
3. Copies of both your current Standing Orders, Finance Regulations and Risk Assessment should be displayed on your councils web site and must show the latest date of revision and ratification;
4. You are reminded that when the council discusses, amends or ratifies significant documents copies should be made available on your web site for members of the public to view. These documents should be either appendices to published minutes and agenda papers or as separate documents on the web site (preferably with a hypertext link to facilitate ease of searching);
5. You must discuss the appointment of your internal auditor and ratify and minute the appointment during the current financial year. We were pleased to have been your internal auditor during 2020/21 and offer ourselves for re-appointment.
6. If your council wishes to carry forward earmarked funds at the yearend these must have been ratified by your council. This is best done at the time you draw up the next budget or at final meeting of the fiscal year.

It is your Council's responsibility to note these comments and to consider what action should be taken.

Can we take this opportunity to remind you that when the AGAR comes back from the External Auditor you do have a duty to display the accompanying notice of Completion of Audit on each of your usual notice boards and on your council's website. You are also required as a council to take formal notice of its return and observe any comments and recommendations.

The complete AGAR and any auditor's comments or qualifications should also be displayed on your web site to allow electors to see the complete card and read the External Auditors comments if they wish to do so.

In accordance with Regulation 13 (of the Audit and Accounts Regulations), after the conclusion of the period for the exercise of public rights), the

authority must publish (including on its website) the annual governance statements, statement of accounts, and the external auditor's certificate and report – Sections 1, 2 and 3 of the Annual Governance and Accountability Return. Authorities must keep copies of these documents for purchase by a person at a reasonable sum and ensure that they remain available for public access for 5 years

Please do remember to retain a copy of the notice on file as proof that you have followed the requirements of the Local Government Act. You should also minute the External Auditors approval of the AGAR and any qualification or comments made and resolve to take action where necessary.

We will make our next full interim audit visit in October/November but please do not hesitate to contact me should you require advice in the meantime.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Alan Bonnis". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

BURNTWOOD TOWN COUNCIL

www.burntwood-tc.gov.uk

During the financial year ended 31 March 2021, 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 2020/21 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 objectives	Yes	No	Not covered
1. Appropriate accounting records have been properly kept throughout the financial year.	✓		
2. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
3. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
4. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
6. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
7. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
8. Asset and investments registers were complete and accurate and properly maintained.	✓		
9. Periodic bank account reconciliations were properly carried out during the year.	✓		
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments as 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.	✓		
11. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (if the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
12. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
13. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
14. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
(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

15/06/2020

12/03/2021

07/06/2021

Name of person who carried out the internal audit

Alan Toplis - Toplis Associates Ltd

Signature of person who carried out the internal audit

Date

07/06/2021

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)

AUDIT PROGRAMME

	Yes	No
1) Appropriate books of account have been properly kept throughout the year?		
▫ Are the cashbooks maintained and up to date?		
▫ Are the cashbooks arithmetically correct?		
▫ Are the cashbooks regularly balanced?		
2) The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.		
▫ Has the Council formally adopted standing orders and financial regulations?		
▫ Has a Responsible Financial Officer been appointed with specified duties?		
▫ Are payments in the cashbooks supported by invoices, authorised and minuted?		
▫ Has VAT on payments been identified, recorded and reclaimed?	✓	
▫ Where necessary, is S137 expenditure separately recorded and within statutory limits?	✓	
3) The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		
▫ Does a scan of the minutes identify any unusual financial activity?		✓
▫ Do the minutes record the Council carrying out an annual risk assessment?		✓
▫ Is insurance cover appropriate and adequate?		
▫ Are internal financial controls documented and regularly reviewed?		✓
4) The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves were appropriate.		
▫ Has the Council prepared an annual budget in support of its precept?		
▫ Is actual expenditure against budget regularly reported to the Council?		
▫ Are there any significant unexplained variances from budget?		
5) Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for.		
▫ Is income properly recorded and promptly banked?	✓	
▫ Does the precept recorded in the cashbook agree to the District Council's notification?		
▫ Are security controls over cash adequate and effective?		

	Yes	No
6) Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.		
▪ Is all petty cash spent recorded and supported by VAT invoices/receipts?	☒	
7) Salaries to employees and allowances to members were paid in accordance with Council approvals and PAYE and NI requirements were properly applied.		
▪ Do salaries paid agree with those approved by the Council?	☒	
▪ Are any other payments to officers reasonable and approved by the Council?	☒	
▪ Has PAYE/NI been properly operated by the Council as an employer?	☒	
▪ Are Pension contributions properly calculated and accounted for?	☒	
8) Asset and Investments registers were complete and accurate and properly maintained.		
▪ Does the Council keep an asset register of all material assets owned?	☒	
▪ Are the Assets/Investments registers up to date?	☒	
▪ Do asset insurance valuations agree with those in the asset register?	☒	
9) Periodic and year end bank account reconciliations were properly carried out.		
▪ Is there a bank reconciliation for each account?	☒	
▪ Is a bank reconciliation carried out regularly on receipt of statements?	☒	
▪ Are there any unexplained balancing entries in any reconciliation?	☒	
10) Year end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with cashbooks, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.		
▪ Are year end accounts prepared on the correct accounting basis (Receipts and Payments/Income and Expenditure)?	☒	
▪ Do accounts agree with the cashbooks?	☒	
▪ Is there an audit trail from underlying financial records to the accounts?	☒	
▪ Where appropriate, have debtors and creditors been properly recorded?	☒	

1. ALL INFORMATION PROVIDED TO COUNCIL
REGARDING THE 12-13. OF THE YEAR

Burntwood Town Council Current Year

Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Operating Income	
327,493	Corporate	367,491
67,514	OMCC	36,301
5	Supplies & Services	0
0	Bus Shelters	3,095
8,158	Traffic Islands	7,432
2,202	Events Committee	0
350	Civic Expenses	45
0	Grant Aid & Better Burntwd Fnd	5,500
21,683	Burntwood Cemetery	34,530
427,405	Total Income	454,394
	Running Costs	
60,639	OMCC	55,253
167,609	Supplies & Services	155,755
3,793	Street Lighting	934
1,674	Bus Shelters	4,221
1,661	Christmas Lights	2,684
7,389	Traffic Islands	7,602
1,688	Hanging Baskets & Planters	351
95	Flagpole	0
1,719	Coulter Lane Burial Ground	887
30	Burntwood Town Strategy	0
25,092	Events Committee	607
6,591	Community Projects	215
1,750	Neighbourhood Plan	0
1,710	Civic Expenses	93
14,431	Grant Aid & Better Burntwd Fnd	17,709
0	Election Expenses	23,028
24,489	Burntwood Cemetery	19,571
0	Church Street car park	35
70,023	Capital Works	14,138
390,363	Total Expenditure	303,082
	General Fund Analysis	
97,819	Opening Balance	138,206
427,405	Plus : Income for Year	454,394
525,224		592,600
390,363	Less : Expenditure for Year	303,082
134,861		289,519
(3,346)	Transfers TO / FROM Reserves	109,630
138,206	Closing Balance	179,889

18/05/2021

Burntwood Town Council Current Year

20:58

Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
Current Assets			
1,425	Debtors	390	
3,327	Debtors	1,208	
16,805	VAT Refunds	7,025	
2,206	Prepayments	837	
140,985	Unity Trust Current A/c	334,330	
203,966	CCLA Public Sector Deposit Fun	203,966	
38	Petty Cash	102	
82,786	Barclays Deposit A/c	82,838	
451,538			630,697
451,538	Total Assets		630,697
Current Liabilities			
73	Lloyds Multipay Card	0	
5,594	Creditors	26,060	
0	Creditors	1,303	
255	Accruals	7,187	
782	Receipts in Advance	0	
6,703			34,550
444,835	Total Assets Less Current Liabilities		596,147
Represented By			
138,206	General Fund		179,889
77,412	EM Reserve - Capital		77,412
27,706	EM Reserve - Elections		27,706
54,002	EM Reserve - Town Strategy		79,752
47,000	EMR - Comm Projs/Better Bwood		62,320
12,750	EM Reserve - Neighbourhd Plan		15,250
46,390	EM Reserve - Old Mining Colleg		72,252
1,232	EM Reserve - Defibrillators		1,232
0	EM Reserve - Civic Expenses		45
500	EM Reserve - SCAMP maintenance		500
16,700	EM Reserve - Events		21,093
14,917	EM Reserve - CIL money		29,611
6,300	EM Reserve - Bus shelters		9,294
1,000	EM Reserve - S Sutton Bursary		3,000
719	EM Reserve - Grant Aid		0
0	EM Reserve - Street Lighting		1,500

18/05/2021

Burntwood Town Council Current Year

20:58

Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021

0 EM Reserve - Public Convenienc

15,291

444,835

596,147

The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Auson James

Date : 9.6.21.

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

BURNWOOD 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 2021, 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓

*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:

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

and recorded as minute reference:

Chairman

Clerk

www.burnwood-tc.gov.uk

Section 2 – Accounting Statements 2020/21 for

BURNTWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	407,793	444,835	<i>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.</i>
2. (+) Precept or Rates and Levies	318,690	349,016	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	108,715	105,378	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	153,087 RESTATE	143,363	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	237,276 RESTATE	159,719	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	444,835	596,147	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	427,703	621,236	<i>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.</i>
9. Total fixed assets plus long term investments and assets	285,609	284,232	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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 9.6.2021.

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

BURNTWOOD TOWN COUNCIL - 2021-22 BUDGET (VERSION - 10 JUNE 2021)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Notes on proposed budget changes</u>
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)					
100 Corporate					
1176	Precept	349,016	344,734	344,734	
1199	CCLA interest	3,729	3,200	3,200	
1205	Bank account interest	52	50	50	
1206	CIL money (Has to be earmarked)	14,694	0	0	
Total	Corporate Income	367,491	347,984	347,984	
104 Old Mining College Centre					
1070	Unit rents	21,550	13,300	18,844	Revised for known departing & new/revised tenancies
1071	Unit service charges	14,097	10,478	15,551	and assumes other vacant units not filled
1072	Room hire	334	3,600	180	No further hire of RBR after income from election hire
1074	Unit cleaning	93	0	0	
1025	Sundry income (incl. recharges for PA Testing, locking up etc.)	226	100	756	Includes current & new shed rents
Total	OMCC income	36,301	27,478	35,331	
4019	Employee expenses - Caretaker	12,063	12,387	12,387	
4022	NNDR Rates	7,610	7,610	7,610	
4023	Water rates	1,497	1,706	1,706	
4055	Energy (Gas & electric)	9,807	13,390	13,390	
4040	Cleaning contract	5,021	5,052	5,052	
4041	Locking/ unlocking	326	1,000	1,000	
4056	Building and grounds maintenance (Alarms, lift, pest control etc.)	13,286	11,900	11,900	
4057	Telephones & Broadband	981	950	950	
4058	IT Suite (to include Computers, Network, Software etc.)	495	500	0	IT Suite decommissioned
4180	Professional fees	2,070	1,700	7,382	Increase to cover additional unit lettings (marketing & legal)
4221	Insurance premiums (Lift inspection contract only)	100	112	112	
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	1,998	5,000	5,000	
Total	OMCC expenditure	55,254	61,307	66,489	
105 Transport					
4064	Members travel costs	0	50	50	

BURNTWOOD TOWN COUNCIL - 2021-22 BUDGET (VERSION - 10 JUNE 2021)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Notes on proposed budget changes</u>
107 Supplies and Services, BTC					
1025 Sundry income		0	0	0	
4019 Employee expenses - all staff except caretaker & cemetery gatekeeper		129,364	128,500	130,382	Increased for approved Pay & Grading changes
4060 Employees car mileage		302	Included above	Included above	
4057 Telephones & Broadband		4,083	2,800	2,800	
4120 Postage		100	200	200	
4125 Franking machine		1,149	1,500	1,500	
4139 Computers and other office equipment		10,237	7,000	7,000	
4140 Website		575	1,500	1,500	
4165 Advertising (ATM and other adverts)		0	500	500	
4166 Newsletter (Town Trader)		1,170	1,480	1,480	
4211 Office expenses (to include stationery, photocopier etc.)		619	2,000	2,000	
4212 Training & conferences		1,273	3,000	3,000	
4170 Subscriptions		25	500	500	
4180 Professional fees		1,270	1,300	1,300	
4220 Bank charges		251	350	350	
4221 Insurance premiums		3,592	3,600	4,061	Increased to cover actual premium
4234 Audit		1,450	1,600	1,600	
4059 Other supplies and services		296	1,000	1,000	
Total	BTC supplies & services expenditure	155,755	156,830	159,173	
201 Street Lighting					
4055 Energy		509	736	736	
4241 Maintenance		425	410	410	
4242 Replacement (NEW CODE FOR 20-21)		0	1,500	1,500	
202 Bus Shelters					
1025 Sundry income		3,095	0	0	
4241 Maintenance		0	4,120	4,120	
4242 Replacement (NEW CODE FOR 20-21)		4,221	0	0	
203 Christmas Lights and Trees					
4261 Churches and community venues		0	0	0	
4260 General expenses		2,684	2,500	2,500	
204 Public Conveniences					
4241 Maintenance, cleaning etc.		N/A	20,000	15,000	Reduce as no costs incurred April-June

BURNTWOOD TOWN COUNCIL - 2021-22 BUDGET (VERSION - 10 JUNE 2021)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Notes on proposed budget changes</u>
205 Traffic Islands					
1030 Traffic Islands: Sponsorship		7,432	8,158	3,000	Reduced sponsorship estimated
4304 Signage		0	500	500	
4306 NNDR: Traffic Islands		312	312	312	
4241 Maintenance (to include grass cutting, bedding plants etc.)		7,290	7,420	7,420	
206 Hanging Baskets & Planters					
4241 Maintenance		351	1,600	1,600	
207 Flagpole					
4241 Maintenance		0	110	110	
209 Coulter Lane Burial Ground					
4241 Maintenance		887	3,330	3,330	
211 Burntwood Town Strategy					
4754 BTS projects		0	20,984	20,984	
213 Events Committee					
1090 Wakes: Pitch fees		0	0	0	
1100 Wakes: Other income (to include grant aid, sponsorship, sundry)		0	0	0	
1102 Play in the Parks		0	0	0	
1101 Christmas: Pitch fees		0	0	0	
1103 Christmas: Other income (to include grant aid, sponsorship, sundry)		0	0	0	
Total Events income		0	0	0	
4262 Christmas event - all expenditure		63	4,000	4,000	
4390 Wakes - all expenditure		544	15,000	15,000	
4761 Play in the Parks		0	7,000	7,000	
4399 Other events expenditure		0	0	0	
Total Events expenditure		607	26,000	26,000	
214 Community Projects					
1025 Sundry income (incl. defibrillator sponsorship & speed sign funding)		0	0	0	
4764 Other Community Projects (incl. defibrillators & speed indic. devices)		215	2,000	2,000	
215 SCAMP					
4550 SCAMP: Maintenance		0	155	155	
4551 SCAMP: Insurance		0	390	390	

BURNTWOOD TOWN COUNCIL - 2021-22 BUDGET (VERSION - 10 JUNE 2021)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Notes on proposed budget changes</u>
216 Neighbourhood Plan					
1025 Sundry income		0	0	0	
4728 Neighbourhood Plan expenditure		0	2,500	2,500	
301 Civic Expenses					
1062 Fundraising (to be earmarked)		45	0	0	
1025 Sundry income		0	0	0	
4360 Chairman's Expenses		93	100	100	
4368 Fundraising expenditure (Donations & distribution of funds raised)		0	100	100	
4361 General expenses		0	500	500	
302 Grant Aid & Better Burntwood Fund					
1020 External grants received		5,500	0	0	
4760 Stephen Sutton Bursary (previously under 214 Community Projects)		0	2,000	2,000	
4415 Grant Aid expenditure		0	25,000	25,000	
4416 Better Burntwood expenditure (previously 4765/214 Community Support funding)		12,709	part of above	part of above	
4417 External grant expenditure (NEW CODE FOR 20-21)		5,000	0	0	
310 Election Expenses					
4701 Election expenses		23,028	10,000	10,000	
401 Burntwood Cemetery					
1000 Burial fees/ licences		34,419	27,200	27,200	
1001 Memorial plaques		111	100	100	
4019 Employee expenses - Cemetery gatekeeper		1,936	1,943	2,113	Increased for approved Pay & Grading changes
4810 Grave digging		5,420	5,440	5,440	
4820 NNDR: Burntwood Cemetery		1,422	1,450	1,450	
4864 Grounds maintenance		8,585	11,100	11,100	
4863 Other maintenance and services (to include gritting, skips etc.)		1,782	4,800	4,800	
4163 General office expenses (e.g. plaque engraving, ICCM)		427	450	450	
Total Cemetery expenditure		19,571	25,183	25,353	
404 Church Street car park					
4870 All maintenance & services		35	50	50	

BURNTWOOD TOWN COUNCIL - 2021-22 BUDGET (VERSION - 10 JUNE 2021)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Notes on proposed budget changes</u>
501 Capital Expenditure					
4901 OMCC refurbishment works		14,138	35,233	35,233	
4666 Capital works (any other)		0	0	0	
	TOTAL INCOME	454,394	410,920	413,615	
	TOTAL EXPENDITURE	303,082	410,920	413,615	
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	151,312	0	0	

Burntwood Town Council

Thursday 24th June 2021

Better Burntwood Fund 2021-22

1.0 Purpose of the Report

1.1 To seek the approval of the Town Council in respect of two applications to the fund.

2.0 Background

2.1 The Better Burntwood Fund provides a range of grants to address community need and support new grass roots activity. The fund for this year has not been formally launched but the Town Council has already received two requests for help.

3.0 Applications

3.1 The first application has been submitted by a community gardening group. An application has been submitted for £200 to allow the group to buy two weatherproof cabinets for seed storage and exchange. The cabinets will be sited outside of the Old Mining College and the Co – Operative Store at Morley Rd.

3.2 The proposal is being submitted in response to the increased community interest in gardening that has developed during the pandemic. It has a close link to complementary proposals to create a community garden at the Old Mining College and explore the need for an additional allotment site for the town.

3.3 As such the proposal comes within the eligibility criteria of the small grant scheme.

3.4 The second application has been submitted by Burntwood Be A Friend (BBAF). The group currently has a funding gap caused by one grant finishing and the replacement grant not coming on stream yet. A minimum of two months of funding is required.

3.5 During the pandemic BBAF has provided invaluable community support and has extended the range of activities on offer beyond the initial telephone support. As the organisation has grown so have the back office costs. The application is for £6,893.40. (£,3446.70 per month).

3.6 The work of BBAF has been well received by the community. The Town Council has already provided a grant of £1,000. BBAF started life as a volunteer led grass roots response to the impact that the pandemic was starting to have on the more vulnerable members of the community. It is now evolving into an organisation with paid members of staff. The activities that it now provides have grown organically and are not based on a proper needs assessment. There is a danger that BBAF could duplicate the support that is already provided by other groups and organisations. Therefore, before any significant funding is provided exiting provision in Burntwood

should be mapped. This would allow the Town Council to focus its funding on gaps or areas in need of development.

3.7 The funding request from BBAF is attached as Appendix 1. The elements of the application that appear at this stage to be essential rather than desirable is the work to do with the Food Bank and Telephone Befriending. The cost of supporting these areas of work is £373 and £120 per month respectively.

4.0 Financial Considerations

4.1 There is a new allocation in the budget for the Better Burntwood Fund of £27,000 which is made of

- Large Grants Scheme £10,000
- Small Grants Scheme £5,000
- Household Emergency Grant £10,000
- Stephen Sutton Bursary £2,000

5.0 Legal Context

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

6.0 Conclusion.

6.1 The Better Burntwood Fund is designed to enable the Town Council to support the development of grass roots activity and intervene during funding crisis. Both applications are eligible, but the BBAF proposals should not be supported in full. More work is needed to assess the need for BBAF to increase its level of activity beyond its early pandemic support.

7.0 Recommendation

7.1 The Town Council is recommended to:

- i) approve a grant of £200 to the Community Gardening Group for the purchase of 2 seed exchange cabinets
- ii) approve a grant of £986 to Burntwood Be A Friend to support its work relating to Burntwood Food Bank and the Telephone Befriending Service
- iii) instruct the Town Clerk to prepare a briefing note for councillors listing voluntary and community provision in the town.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

BTC. Draft costings			
Noone needs to go hungry in Burntwood			
Fresh food surplus every weekday, emergency food parcels and Foodbank	Fareshare subscription	£29 per week	124.7
	Admin and room hire of food storage room	£20 per week	86
	PPE and cleaning	£200 per year	17
	Fuel costs to pick up 10 deliveries from supermarkets each week, deliver food parcels and transfer of food to food points	£33.75	145
	75x 0.5 =£33.75 per week		
		Subtotal per month	372.7
Noone needs to feel disconnected in Burntwood			
Men's wellbeing walks	Staff hours	2x £10.50/hr	£90
Activity Group (Art/Games/craft)	Staff hours	2x £10.50/hr	£90
	Hire of venue toilets and refreshments	£20 week	86
Community Garden Project	Staff hours	2 x £10.50/hr	£90
	Hire of venue toilets and refreshments	£20	
	Travel expenses £175 year	£175 year	14.5
	Plants and seeds	£100 year	8
Telephone Befriending	Staff follow up calls to befrienders, coordination and training	2 x £10.50/hr	£90.00
Advocacy and signposting	Support Workers to walk alongside individuals and families (20 hours/wk)	20 x £10.50/hr	£900
	Financial support	4 x £10.50/hr	180
		Subtotal per month	£1,549
Background support			
	Public Liability Insurance, Employers insurance	HUGE INCREASE in 2021	80
	Contribution towards finance team	2 x £10.50	90
	Cost of administrator to coordinate volunteer call handlers on help-line and email	5 x £10.50	225
	Project Coordinator strengthening existing partnerships and building new ones	16 x £10.50	722
	Support of volunteers, check-in phone call, set up training, follow up training	8 x £10.50	361
	DBS checks for all volunteers	20 x £9.60 p/p year	16
	Zoom subscription £170 per year	£170/yr	14
	IT subscription £90 year	£90/yr	7.5
	Subscription to phone line for help line	120/yr	10
		Subtotal per month	1525.5
		TOTAL monthly	3446.7