MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD ON
THURSDAY 24 JUNE 2021 COMMENCING AT 6.00 PM

PRESENT

Councillor Evans [in the Chair]
Councillors Birch, Bishop, Brown, Bullock, D Ennis, L Ennis, Flanagan, Gittings, Greensill, Kirkham, Loughbrough Rudd, Norman, R Place, Tapper, Taylor, Westwood, Willis-Croft and Woodward

In attendance
G Hunt, Town Clerk
Ms J Minor, Deputy Clerk
County Councillor Cox
District Council Tranter
Three members of the public

PUBLIC FORUM
No questions were raised by members of the public.

20. APOLOGIES FOR ABSENCE

Councillor Banevicius, Ho and M Place.

21. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Flanagan declared an interest in Agenda Item 16 - Better Burntwood Fund 2021-22 and in particular the grant sought by the Community Gardening Group as his wife is a member/ co-founder of the group.

Councillor Woodward stated that it was the intention to withdraw this item as with effect from Friday 25 June 2021, Burntwood Be A Friend would be handing back the management of the foodbank to Burntwood Church and that an amended report would be presented to the 14 July 2021 Town Council Meeting.

22. MINUTES

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

Councillor Flanagan referred to Minute No. 11 – Approval of payments from 12 April to 14 May 2021 [second paragraph] and stated that he was referring to the transactions described as payments to Lloyds Bank.

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 12 May 2021 [Minute Nos. 1-19] be received and where necessary approved and adopted.

23. CHAIR'S REPORT

The Chair read out the following statement:

"**Dementia Friendly Town**
We are now moving ahead on this important project and have held our first virtual meeting with the committee, and we have another planned for July, when we will be looking at a proposal for community engagement for people afflicted with this dreadful disease and their carers. The result of this meeting will be reported to Council in August, and we are aware this may trigger other organisations to report needs such as autism. It is vitally important we now continue as quickly as possible to ensure we are able to help and support sufferers.

Support Staffordshire Volunteer Star Awards for Lichfield District
I watched the virtual presentation, and I am delighted to report a number of individuals in Burntwood and Burntwood organisations won awards. A Top Award for Volunteer of the Year went to Linda Hood for all her numerous volunteering roles and other winners were:

- Chasetown Civil Engineering for their support with apprenticeships and provisions for free materials for Lichfield Canal Trust,
- Jonno Quinn for work with MHA,
- Burntwood Be a Friend and
- Josh Allen from Burntwood Fun Club.

Commendations went to:

- Fun Club Hub,
- Ellie Davison from Spark,
- Burntwood Be A Friend Foodbank and
- Sheila Murphy from St Anne's Places of Welcome.

I have written, not emailed, all those who have received awards congratulating them on behalf of all of us, which demonstrates the amazing work all these and others are doing on a voluntary basis here in Burntwood.

Armed Forces Day, Saturday 26 June at 11am outside the Library
This is an invitation to all Councillors to attend if they wish to stand and show respect to past and present Forces personnel, as we owe them a great debt for protecting us and keeping us safe.

24. PLANNING ADVISORY GROUP

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

RESOLVED That the Minutes of the Meeting of the Planning Advisory Group held on 03 June 21 be received and where necessary approved and adopted.

25. MEMBERS QUESTIONS

No Members questions were raised.

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

The Chair explained that she had raised concerns with the Town Clerk before this meeting regarding a payment made on 15 June 2021 to Corona Energy in the sum of £1,357.73. The Town Clerk explained that the larger than usual amount had been due to the fact that the Town Council was in the process of switching providers. Once Corona Energy was informed of this, they took us off their preferred rate and put us on their deemed rate. This cause of action is not illegal and is approved by Ofgem [The Office of Gas and Electricity Markets]. As the Town Clerk had not been given the date when we would be moved to a higher rate, he has lodged a formal complaint. Councillor R Place asked what the switch date is, and which company will be the new provider. The Town Clerk stated that the date was 08 June 2021, and the company is Octopus Energy for Business.

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 21 May to 15 June 2021 in the sum of £21,719.04 be approved.

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

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

RESOLVED That the Annual Members Meeting Attendance for the Municipal Year 2020-21 be received and noted.

28. OLD MINING COLLEGE IMPROVEMENTS

Councillor Woodward explained that this report was the latest in a run of reports submitted to the Town Council relating to improvement works.

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

RESOLVED That the two quotations from Prestbuild Limited in respect of the creation of a new meet and greet area for the Bradbury Suite in the sum of £13,187.00 and Roof Insulation in the sum of £6354.00 be accepted.

29. BURNTWOOD CEMETERY ANNUAL REPORT 2020-21

Councillor Woodward referred to Report Item 3.0 - Key issues during 2021-21 and in particular paragraph 3.3 relating to the number of paraphernalia that had accumulated on the plots. Councillor Woodward asked if a notice could be placed into the noticeboards informing plot holders of the rules and regulations relating to paraphernalia and limitations of such displays. Councillor Woodward referred to paragraph 3.7 and stated that the Cemetery Gate Keeper was retiring at the age of 85. As the post holder is required to work every day of the year, this is a huge task, and the Town Council needs to ensure that staff are covered properly under a health and safety welfare point of view. Councillor Woodward explained that residents from other areas [for example Hammerwich] could still be buried at Burntwood Cemetery however there is an out of area parish charge.

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

RESOLVED That the annual report for 2020-21 be endorsed and the Responsible Finance Officer be instructed 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.

30. ASSET REGISTER

Councillor Birch referred to Report Item 2.0 - Background and in particular paragraph 2.5 [concepts of depreciation] and stated that the difference between the purchase price and the disposal price will need to be accounted for. The Town Clerk explained that to assess the value of the item for disposal he refers to eBay and applies a 10% discount. This is the same for each disposal.

RESOLVED That the Asset Register be received and noted.

31. ALLOTMENT UPDATE

Councillor Woodward stated that the report gave a useful update and that this would be discussed at the next Overview and Scrutiny Committee.

Councillor Taylor referred to the Lichfield Live article referring to two expressions of interest and he felt that social media platforms were not primarily in this case the best place to advertise this. The Town Clerk stated that there may only have been two expressions of interest received however work would carry on. He explained that the Lichfield District Local Plan and Burntwood Neighbourhood Plan were opportunities given where people could have raised concerns regarding lack of allotment provision, but nothing was mentioned.

Councillor D Ennis asked how the Town Council engages with the community as there were not many options available however as a Town Council we will carry on. Councillor Loughbrough Rudd agreed with Councillor Taylor regarding social media not being the right platform.

Councillor Norman, as Chair of the Overview and Scrutiny Committee asked Members if they had any views/issues, could they please pass these to either himself as Chair or the Town Clerk as the work stream and evidence is being monitored/looked at by the Committee.

Councillor R Place stated that the Town Council should not fall into the trap of always using social media as it was not always the best. He explained that the TownTrader was distributed to every household.

RESOLVED That the allotment update be received and noted.

32. STAFF PERFORMANCE MANAGEMENT POLICY

Councillor Woodward explained that the previous Staff Appraisal Policy dates from 2016 and needed to be updated. She explained that a report will be submitted to a future meeting of the Town Council relating to a personal injury claim. The claim had been approved as no training had been provided in manual handling and the Town Council was liable. This policy would ensure that all the correct training was in place. Councillor R Place stated that if a failing had been made it needed to be corrected and that he supported this.

Councillor Birch stated that he endorsed the recommendations in the report and referred to Report Item 5.0 - Legal Context and even though it is not a legal requirement for the Town Council to have a staff appraisal policy there are still liabilities [Green Book].

Councillor Loughbrough Rudd supported the policy and praised the staff working during the Covid-19 pandemic.

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

RESOLVED That the Staff Performance Management Policy be approved.

33. CONCLUSION OF INTERNAL AUDIT 2020-21

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

RESOLVED That the letter from Toplis Associates on conclusion of the internal audit for 2020-21 be received and noted.

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

It was proposed by Councillor Woodward and seconded by Councillor D Ennis.

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

Following a unanimous show of hands, it was

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2021 be approved.

34.2 Balance Sheet as at 31 March 2021

Following a unanimous show of hands, it was

RESOLVED That the Balance Sheet for the year ended 31 March 2021 be approved and that the Chair be authorised to sign the document.

34.3 Annual Return: Section 1 - Annual Governance Statement for the Year Ended 31 March 2021

Following a unanimous show of hands, it was

RESOLVED

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

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

and that the Chair and the Clerk be authorised to sign the document.

34.4 Annual Return: Section 2 - Accounting Statements for the Year Ended 31 March 2021

Following a unanimous show of hands, it was

RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2021 be approved and that the Chair be authorised to sign the document.

35. PROPOSED REVISION TO BUDGET FOR 2021-22

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

RESOLVED That the proposed revisions to the budget for the current financial year be approved and adopted.

36. BETTER BURNTWOOD FUND 2021-22

See Minute No. 21.

37. UPDATE FROM COUNTY COUNCILLORS/DISTRICT COUNCILLORS

The Chair invited County Councillor Cox and District Councillor Tranter to update the Town Council on any matters arising.

District Councillor Tranter and County Councillor Cox said that they had nothing to report.

[The Meeting closed at 6:38 pm]

Signed …………………………………………………………

Date ……………………………………………………………