



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

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

Our Ref: GH/JM

17 September 2020

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Virtual Meeting of the Town Council to be held on **Thursday 24 September 2020 commencing at 6 pm** at which the business set out below will be transacted. Councillors and members of the public can join the meeting by using Zoom [Meeting ID: 857 3517 1510; Passcode: 291916]. If you have any queries, please contact the Town Clerk [graham.hunt@burntwood-tc.gov.uk].

Yours sincerely

Graham Hunt
Town Clerk

UPDATE ON THE PUBLIC REALM PROJECT

Following the Planning and Development Committee meeting held on 13 February 2020 Members to receive an update from Will Spencer, Connectivity Strategy Officer, Staffordshire County Council and Sandeep Aheer, Project Leader, Amey on the Public Realm Project.

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 29 July 2020 [Minute Nos. 24-34] **[ENCLOSURE NO. 1]**.

4. CHAIRMAN'S REPORT

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

5. APPROVAL OF PAYMENTS FROM 12 JANUARY TO 15 SEPTEMBER 2020

Council is asked to approve the planned schedule of payments in the absence of meetings of the Policy and Resources Committee since 15 January 2020 [to which approval of payments was previously delegated by Council] **[ENCLOSURE NO. 2]**.

6. COUNCIL MEETINGS

Members are requested to approve the revised meetings calendar for 2020/21 which now includes additional virtual Council Meetings in both October and December 2020 **[ENCLOSURE NO. 3 AND APPENDIX 1]**.

7. TENANTS MANUAL

Members are requested to endorse the Tenants Manual for use with future tenants **[ENCLOSURE NO. 4 AND APPENDIX 1]**.

8. CHRISTMAS EVENTS

Members views are sought on possible replacement events having regard to the current Covid 19 restrictions on public gatherings **[ENCLOSURE NO. 5]**.

9. ENVIRONMENT PLAN

Members are requested to adopt the Environment Plan and agree that all future reports to Council and its supporting Committees include a specific paragraph outlining the environmental implications of any planned actions **[ENCLOSURE NO. 6 AND APPENDIX 1 AND TABLE 1]**.

10. 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.

11. INCOME AND EXPENDITURE FOR FINANCIAL YEAR TO DATE AND REVISED BUDGET

Members are invited to note the income and expenditure for the 4 months, April to July 2020 and to approve the revised budget for the 2020/21 financial year. The latter takes account of reduced income from the business units due to departures and reductions given and from room hire and of reduced expenditure on events. (Revised budget items are shaded in grey). Overall, the revised budget still shows surplus income at the end of the financial year **[ENCLOSURE NO. 7 - PINK]**.

12. HONORARIUM

Members are invited to approve an honorarium for staff undertaking additional duties and working hours to address issues raised by the Covid-19 emergency **[ENCLOSURE NO. 8 - PINK]**.

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. You will have up to 3 minutes and can raise more than one issue. However, the 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.
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**MINUTES OF A VIRTUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD ON WEDNESDAY 29 JULY 2020 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

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

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

T Heminsley, Strategic Community Infrastructure Manager, Staffordshire County Council

Three members of the public

UPDATE BY COUNTY HIGHWAYS

Councillor Evans informed Members that County Councillor Fisher was intending to join us tonight for the highways update, but it is her daughter's final wedding dress fitting tonight [very special for any mum] so she will not be joining us. Councillor Evans stated that Beth Fisher was the youngest ever Chairman of the Town Council and wished her well in her forthcoming marriage.

Councillor Evans welcomed Tim Heminsley, Strategic Community Infrastructure Manager for Staffordshire County Council to the meeting. Mr Heminsley informed Members that Staffordshire County Council, as Highway Authority, has a statutory duty under the Road Traffic Act 1988, Chapter 52, Part 1, Section 39 [3], which states that highway authorities:

- (a) must carry out studies into accidents arising out of the use of vehicles on roads or parts of roads, other than trunk roads, within their area. The County Council hold the information on a database.
- (b) must, in the light of those studies, take such measures as appear to the authority to be appropriate to prevent such accidents, including the dissemination of information and advice relating to the use of roads, the giving of practical training to road users or any class or description of road users, the construction, improvement, maintenance or repair of roads for which they are the highway authority and other measures taken in the exercise of their powers for controlling, protecting or assisting the movement of traffic on roads.

Mr Heminsley stated that primarily the enforcement of speeding is the responsibility of the Police.

Mr Heminsley showed Members a personal injury collisions graph for the Burntwood area for the period from 1984 to 2019. The blue zig zag line showed a decrease in personal injury collisions which could be due to the installation of air bags and seat belts in cars etc even though the orange line showed an increase in traffic volume over the same period. The grey line indicated a reduction in killed or seriously injured cases. Even though there was a decrease/reduction Mr Heminsley stated that the County Council would not be complacent.

Mr Heminsley gave comparisons between the years 1984 compared with 2019:

- All accidents have reduced by 88% (85 down to 10)
- Killed and Seriously Injured (KSI) accidents have reduced by 89% (19 down to 2)
- Number of fatal road collisions has decreased by 100% (4 to 0)
- Traffic volumes in Staffordshire have increased by 31% from 1993 to 2018

Mr Heminsley explained that the County Council had to direct resources where people have been injured and that there were currently no hotspots in Burntwood. Mr Heminsley gave an example of Hill Ridware where the County Council had recently invested approximately £100,000 of public funding [which had been data driven].

Mr Heminsley gave examples of other options [apart from speed humps] for traffic calming/speed reduction to encourage members of the public to reduce their speed:

- Wheelie bin stickers for 30 mph road – applied for through the Staffordshire Safer Roads Partnership.
- Community Speed Watch.
- Community concern sites for mobile speed enforcement.
- Local county councillor / parish council funded minor traffic calming / speed reduction measures [speed watch devices].
- New developments – some new developments can justify the Council requesting traffic calming to be installed as part of the development. This is done on a case by case basis.

In respect of road repairs Mr Heminsley informed Members that County Councillor Fisher and County Councillor Woodward are directing £20,000 towards road repairs around the Burntwood area in 2020. Mr Heminsley informed Members that the resurfacing of the Skoda roundabout cost in the region of £122,000 and the resurfacing at the pedestrian crossing on the approach to Swan Island cost approximately £26,000.

Mr Heminsley explained that there was currently a programme of surface dressing being carried out around the Burntwood area and showed a slide which included the roads. He explained that there was a small pot of money to draw up a design for the future of the Town namely Sankey's Corner. Mr Heminsley stated that there was currently a Government initiative and funding to promote and encourage walking and particularly cycling. Two areas being considered in Burntwood were:

- Abnalls Lane – consideration of a more permanent road closure on this existing cycle route.
- A5190 Cannock Road between the Skoda island and Five Ways island – feasibility of providing a cycleway along this section of road being considered.

Mr Heminsley explained the Doing Our Bit initiative [we can make Staffordshire an even better place to live and work, despite far less money coming from Government].

Councillor Norman stated that two missing bollards on the Cannock Road had been replaced after two years and asked if this was for safety reasons and if so, why had it not been done earlier. Mr Heminsley confirmed that it was for safety reasons and stated that the bollards should have been replaced earlier.

Councillor Willis-Croft stated that he agreed with Mr Heminsley that cars were getting safer however people speed by Morrisons which is a 30mph zone. Councillor Willis-Croft said that three letters were issued by the Community Speed Watch team before the Police acted and the speed cameras do not work.

Mr Heminsley stated that enforcement against speeding is a Police responsibility. Not all the speed cameras were active [resources issue for the Police] and that community speed watch is a deterrent.

Councillor Birch welcomed the evidence-based approach used by the County Council. He stated that vehicles were not just speeding on a road but also when driving to and from the area. Councillor Birch referred to the grey line on the graph [killed or seriously injured cases] and asked if this was a seasonal issue due to darker nights, wetter roads, and ice. Mr Heminsley thought there was no pattern, but

these accidents appeared to be random. The number of accidents made it difficult to identify any common cause.

Councillor R Place stated that looking at the information gathered on the database was key and explained that there were Hammerwich Parish Councillors present. He explained that one of the Hammerwich Councillors was involved in the Community Speed Watch and that more regular data would be useful. Councillor R Place thanked Mr Heminsley for his informative presentation and invited him to the Hammerwich Parish Council meeting to be held in September.

Councillor Woodward declared an interest as County Councillor for Burntwood North Division and as Leader of the Town Council and thanked Councillor Birch and Councillor Flanagan for all their work in producing a Burntwood wide assessment of outstanding highways defects [some of which had been undertaken during Covid-19]. Councillor Woodward explained that she was receiving less complaints about potholes but more complaints regarding surface dressing and gave an example where the contractors had surface dressed a road but did not fill in the potholes first. Councillor Woodward stated that she was receiving more complaints regarding drains/gully emptying and felt that more jetting was needed and asked if the Town Council compiled a list of say the top ten drains could the Town Council pay for the jetting/clearance.

Mr Heminsley confirmed that he was also receiving less complaints regarding potholes and more about drains/gullies and explained that the County Council were reviewing how the gullies could be tackled. Mr Heminsley explained that A and B roads gullies were cleared out on an annual basis and C and Unclassified roads gullies were cleared out every three years. There may be scope for the Town Council to pay for jetting/clearance of the gullies, but he would need to speak to colleagues with regard to the implications etc.

Councillor Greensill thanked Mr Heminsley for the work carried out at Swan Island however she referred to Farewell Lane and stated that the drains at the top of the road were blocked right up to the top. Councillor Greensill stated that surface dressing had been undertaken in Farewell Lane however the dressing had covered the kerb. She stated that she had spoken to the contractors on the day who had stated that it was not their responsibility to sweep the pavement. Mr Heminsley said that this item should be reported through the "reporting system".

Councillor Evans thanked Mr Heminsley for his presentation.

PUBLIC FORUM

No questions were raised by members of the public.

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

24. APOLOGIES FOR ABSENCE

Councillors Bullock, Tapper and Taylor [Dispensation]

25. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Ho declared an interest in planning application 20/00806/PNC – Unit 10, Burntwood Town Shopping Centre, Cannock Road, Chase Terrace as he was the applicant.

26. MINUTES

The Chairman reminded Members that the Minutes were for accuracy purposes only.

Councillor Woodward made reference to Minute No. 16 – Renewal of Service Subscription for Employment Law Advice [Page 8] and explained that the County Council and the District Council would consider HR advice but would not spend a long time debating a spend of £1,020 which was just £20 over the Financial Regulations limit for a one price quote.

Councillor Birch made reference to Minute No. 17 – Replacement of Bus Shelter [Page 9] and explained that he had asked for the location of the bus shelter to be reviewed.

Following an unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Town Council held on 25 June 2020 [Minute Nos. 11-23] be received and where necessary approved and adopted.

27. CHAIRMAN'S REPORT

Councillor Evans congratulated Councillor Loughbrough Rudd on the birth of his new babies. With regard to Chairman's engagements, Councillor Evans informed Members that she had raised the flag at Armed Forces Day held at Burntwood Library on 27 June 2020. Councillor Evans thanked Mrs Williams [Friends of Burntwood Library] for her help and assistance on the day.

Councillor Evans thanked staff members who had undertaken and continue to undertake the opening and closing of Church Street Car Park and Burntwood Cemetery.

Councillor Evans took the opportunity to thank the residents of Burntwood for the excellent way most of them have conducted themselves during this awful pandemic. She felt sure that by sticking to the rules it has enabled the community to go about their business, not necessarily in the way they were used to, but in the safest way possible and despite the constraints, they have witnessed superb community spirit where many have been giving up their time to support all those in need, through Burntwood Be A Friend and other organisations and she wanted to take this opportunity to thank them and all NHS and care workers most sincerely, on behalf of the Town Council for all they have done. Councillor Evans, however, stated that there is still a great need to remain vigilant to ensure we do not get a spike here, so as hard as it is, we must continue to wear a mask when necessary, wash hands frequently and do all that has been asked of us in the proper manner, in order to keep safe and protect ourselves and others. The care and kindness we have witnessed shows what a great community we have in Burntwood and long may it continue as we work towards a Better Burntwood.

28. PLANNING AND DEVELOPMENT COMMITTEE MINUTES

Councillor Birch explained the current arrangements for planning applications and stated that in his capacity of Chair, he looks at all of the applications. He then identifies those applications that are likely to need further discussion, these applications are circulated to the Committee Members for comments. Applications where he considers that there are no objections are not circulated. Councillor Birch felt that the Town Council should continue with the established method.

Councillor Birch explained the reason for holding the zoom Planning and Development Committee on 15 July 2020 which was due to the Planning Issues Update.

Councillor Flanagan made reference to Minute No. 6 – Planning Issues Update and was pleased to announce that the advert encouraging members from the business community, environment and young people etc to join the Planning Advisory Group had been placed on the Town Council's website with a closing date of 30 September 2020.

It was proposed by Councillor Birch, seconded by Councillor Gittings, and following a unanimous show of hands [with the exception of Councillor Ho] it was

RESOLVED That the Minutes of the Meeting of the Planning and Development Committee held on 15 July 2020 [Minute Nos. 1-6] be received and where necessary approved and adopted.

29. ANNUAL MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2019-20

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

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

RESOLVED That the annual Members meeting attendance for the municipal year 2019-20 be received and noted.

30. ANNUAL TREE INSPECTION FOR COULTER LANE BURIAL GROUND

Councillor Norman explained that due to the Town Clerk's extra skills the inspection report had been completed inhouse. Councillor R Place stated that he fully supported the three-year formal tree surveys and that this had been discussed fully at the Leadership meeting which he had been involved in.

Councillor Birch made reference to Minute No. 14 - Annual Tree Inspection at Coulter Lane Burial Ground [Town Council Minutes 25 June 2020 refers] and stated that due to the age and maturity of the trees and the impact on lives, he supported the three year formal tree surveys.

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

RESOLVED That the Town Council approves the adoption of a three-year cycle of formal tree surveys, with annual visual inspections in the intervening years, for all sites under its management.

31. NEW BROADBAND AND TELEPHONE CONTRACT

Councillor R Place stated that it was a very good quotation which would save the Town Council money and covers all of the Town Council's requirements.

Councillor D Ennis explained that in fact five quotations had been obtained for the work which would save the Town Council money. Councillor D Ennis stated that the analogue phone system was being phased out and that the VoIP [Voice Over Internet Protocol] was the future.

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

RESOLVED That the Town Council appoint the Focus Group to provide its broadband and telephone services.

32. CORONAVIRUS CONTINGENCY PLAN UPDATE

Councillor Woodward made reference to the opening of Church Street Car Park which provided a better access to Chasewater for residents of Burntwood. Councillor Woodward stated that she was a co-friend of Chasewater Friends. Councillor Woodward explained that she had recently visited the car park and found that one car was parked in the car park and seven cars were parked on the road. She visited the car park later the same day with Mrs Williams, a member of Chasewater Friends, and found that two cars were parked in the car park and eleven cars were parked on the road. Councillor Woodward stated that there was no visible signage on the road and Staffordshire County Council should be encouraged to improve the signage which could encourage members of the public to use it.

Councillor Birch also stated that he was a member of Chasewater Friends and it may be a matter of use it or lose it and we must encourage people to use it by directing people to Chasewater via that route. Councillor Birch made reference to linking in with Chasewater Friends and perhaps the starting point for nature walks could be Church Street Car Park as well as the Halloween lantern parade.

Councillor D Ennis explained that he had been in talks with local residents as this was an asset to Burntwood and that he had already lobbied the County Council regarding signage as he felt that good signage was key as the usage at weekends should be higher than it is.

Councillor Greensill stated that a relative of hers did not know about the car park and that signage was needed.

The Town Clerk explained that the opening and closing of the car park was currently undertaken by staff members however this would not be sustainable after September.

Councillor R Place stated that the Town Council must find a way of keeping the car park open if that is what the Council wants to do and asked if costings could be sought.

Councillor Woodward took on the concerns of the Town Clerk and stated let us see how it is used and re-assess in September.

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

RESOLVED That the coronavirus contingency plan update be received and noted.

33. GENERAL POWER OF COMPETENCE

Councillor Woodward explained that the general power of competence would give the Town Council more flexibility in the future and allows the Town Council to give grants to individuals [Stephen Sutton Bursary].

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

RESOLVED That the Town Council resolve that from 29 July 2020 until the next relevant Annual Meeting of the Council that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 the Parish Councils [General Power of Competence] [Prescribed Conditions] Order 2012, adopts the General Power of Competence.

34. BETTER BURNTWOOD FUND

Councillor D Ennis stated that helping our community was key and that £27,000 had been allocated in the budget [for small grants of £100 to £500; for large grants of £500 to £3,000; the hardship grant and for the education bursary].

Councillor D Ennis stated that the Better Burntwood Fund would be launch on 01 August with a closing date of 30 September 2020.

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

RESOLVED That the update on the Better Burntwood Fund be received and noted.

[The Meeting closed at 7.24 pm]

Signed

Date

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	SUB TOTAL	VAT	TOTAL
				£	£	£
12 01 20	EE Limited	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	38.00	7.60	45.60
15 01 20	Hazelwood Bowls Club	Grant Aid	BACS	134.00	0.00	134.00
15 01 20	Ricoh	OMCC : Photocopier [01 September - 30 November 2019 charges]	BACS	210.58	42.12	252.70
15 01 20	St John Ambulance	Xmas Festival	BACS	76.80	15.36	92.16
15 01 20	G E Collis and Sons Limited	OMCC : Bottle adaptor, 4mm earth sleeve, fused spur, single pattress	BACS	51.03	10.17	61.20
15 01 20	Grasslands Turf and Landscapes	Burntwood Cemetery : mowing and end of year site maintenance	BACS	1,484.00	0.00	1,484.00
15 01 20	Oldham Council	Co-operative Councils' Innovation Network Membership Fees	BACS	250.00	0.00	250.00
15 01 20	G E Collis and Sons Limited	OMCC : Pinewood planks, 'f' trims, glue, clam screws, banner pack	BACS	107.04	21.40	128.44
15 01 20	Forester and Arborist Services Limited	Burial Ground : contract management of tree works	BACS	70.00	0.00	70.00
15 01 20	Benbow Brothers Limited [Timber]	Burntwood Cemetery : Work to T5, T7 and T9 trees	BACS	440.00	88.00	528.00
15 01 20	South Staffs Water	Burntwood Cemetery : Water Charges [01/07/19 to 23/12/19]	BACS	19.65	0.00	19.65
15 01 20	South Staffs Water	OMCC : Water Charges [29/06/19 to 23/12/19]	BACS	706.94	0.00	706.94
15 01 20	Stannah Lift Services Limited	OMCC : Lift [28/12/19 to 27/03/20]	BACS	68.77	13.75	82.52
15 01 20	Lion FPG Limited	TownTrader Magazine - January 2020 Edition	BACS	360.00	72.00	432.00
15 01 20	Fun Club	Grant Aid	BACS	500.00	0.00	500.00
15 01 20	G E Collis and Sons Limited	OMCC : measure, screws, paint bucket, undercoat, paint, roller frame	BACS	51.79	10.36	62.15
15 01 20	Cartridge Save	OMCC : Ink Cartridge	BACS	22.63	4.53	27.16
15 01 20	G E Collis and Sons Limited	OMCC : double socket, switched socket, double boxes, conduit	BACS	73.16	14.65	87.81
15 01 20	G E Collis and Sons Limited	OMCC : Gutter guard, down pipe fitting	BACS	19.18	3.85	23.03
15 01 20	G E Collis and Sons Limited	OMCC : 4" butt hinges, box screws	BACS	90.61	18.02	108.63
15 01 20	G E Collis and Sons Limited	OMCC : door lift, gorilla tub, tub tile adhensive, tile trowel and spacers	BACS	83.01	16.59	99.60
15 01 20	TechCare Limited	January 2020 IT Monthly Support Services	BACS	226.00	45.20	271.20
15 01 20	The Royal British Legion	Wreaths	BACS	140.00	0.00	140.00
15 01 20	1st Burntwood Girls Brigade	Grant Aid	BACS	285.00	0.00	285.00
15 01 20		Employee Costs Month 10	BACS	5,836.86	0.00	5,836.86
15 01 20		NI/PAYE Month 10	BACS	2,882.80	0.00	2,882.80
15 01 20		LGPS Month 10	BACS	2,100.04	0.00	2,100.04
23 01 20	Pitney Bowes	Franking Machine -Top Up	DD	150.00	0.00	150.00
28 01 20	BT	OMCC : Line Charges	DD	166.30	33.26	199.56
31 01 20	Graham Sykes Limited	Wakes 2020 : Insurance	BACS	1,000.53	0.00	1,000.53
31 01 20	Darwin Electrical Services	Installation and Removal of Christmas Tree Lights	BACS	528.00	105.60	633.60
31 01 20	Corona Energy	OMCC : Gas [December 2019 to January 2020]	BACS	621.06	124.21	745.27
31 01 20	Npower	OMCC : Electricity [01 December 2019 to 31 December 2019]	BACS	466.46	93.29	559.75
31 01 20	Chase Play Bus	Wakes 2020 : Chase Play Bus Deposit	BACS	50.00	0.00	50.00
31 01 20	Access Innovations UK Limited	OMCC : Repair to Ron Bradbury Room Door	BACS	300.00	60.00	360.00
31 01 20	NIP Cleaning Contracts Limited	OMCC : Cleaning carried out in January 2020	BACS	401.57	80.31	481.88
31 01 20	NIP Cleaning Contracts Limited	OMCC : Unlocking and Locking in December 2019	BACS	170.00	34.00	204.00
31 01 20	Toplis Associates Limited	Internal Auditor	BACS	438.80	87.76	526.56
31 01 20	G E Collis and Sons Limited	OMCC : Sponge, 'G' Mouldings, Banner Pack, Hammer	BACS	41.13	8.22	49.35

31	01	20	G E Collis and Sons Limited	OMCC : Burntwood Cemetery - Lock and Keys Cut	BACS	24.15	4.83	28.98
07	02	20	Information Commissioner's Office	Renewal of Data Protection Fee	DD	35.00	0.00	35.00
12	02	20	EE Limited	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	33.00	6.60	39.60
14	02	20	G E Collis and Sons Limited	28mm Pipe Insulation, Gorilla Glue, Door Strips	BACS	39.79	7.94	47.73
14	02	20	Simons Window Cleaning [Midlands] Ltd	OMCC : Window Cleaning	BACS	57.75	11.55	69.30
14	02	20	Staffordshire County Council	Hire of Ridgeway Primary School Hall	BACS	25.00	0.00	25.00
14	02	20	Chase Electrical Wholesale Limited	OMCC : Lighting	BACS	977.00	195.40	1,172.40
14	02	20	SESCAB	Grant Aid	BACS	4,000.00	0.00	4,000.00
14	02	20	Lichfield District Council		BACS	16,125.50	3,225.10	19,350.60
				Burntwood Cemetery grass cutting Sister Dora Open Space £280.80				
				Burntwood Cemetery cutting of St Matthews Avenue front verge £280.80				
				Burntwood Cemetery cutting of public open spaces £2,453.55				
				Traffic Islands cutting of grass £748.78				
				Traffic Islands monthly maintenance of shrub beds £3,860.91				
				Traffic Islands monthly litter picking £140.40				
				Traffic Islands weedkilling pavements surrounds £187.20				
				Supply and plant seasonal bedding [Bridge Cross Road] £1,135.90				
				Planters [Sankey's Corner] monthly maintenance £117.00				
				Supply and plant summer bedding £257.39				
				Planter outside Library £42.90				
				Hanging baskets supply, hang and water x 6 OMCC £245.76				
				Coulter Lane cut whole site monthly between July and October £669.29				
				Burntwood Cemetery weed spray footpath at rear £93.59				
				Burntwood Cemetery road sweeping £68.16				
				Burntwood Cemetery maintenance of shrub beds £603.02				
				Burntwood Cemetery selective weed control of grass area £258.61				
				Swan Island - 4 x planters, remove spent plants and replant £280.32				
				Supply, install, remove hanging baskets on island £222.20				
				Watering of planters and baskets £529.92				
				Christmas Trees supply and install x 2 £1,094.00				
				Improvements to bus shelters £525.00				
				OMCC : Soft landscape works £700.00				
				OMCC : Lift and re-lay slabs £835.00				
				Removal and disposal of old planters at Sankeys Corner £495.00				
14	02	20	D Homer	Burntwood Cemetery : Grave Digger	BACS	580.00	0.00	580.00
14	02	20	P C Paramedics	Cisco MX64W UTM Appliance and 3 Year Meraki Advanced Licence	BACS	825.00	165.00	990.00
14	02	20	Viking	A4 white paper, A4 lined pads, Post-Its, envelopes, A4 dividers	BACS	89.62	17.92	107.54
14	02	20	G E Collis and Sons Limited	OMCC : 5' flow tubes, 'C' Moulding, 'M' Moulding	BACS	39.27	7.84	47.11
14	02	20	G E Collis and Sons Limited	OMCC : Undercoat, varnish, paint brushes, sponge, grout	BACS	46.87	9.36	56.23
14	02	20	G E Collis and Sons Limited	OMCC : Lump hammer, chisel, gloves	BACS	14.82	2.96	17.78
14	02	20	Voluntary Car Scheme	Grant Aid	BACS	750.00	0.00	750.00
14	02	20	Rialtas Business Solutions Limited	Making Tax Digital for VAT Annual Support Fee	BACS	59.00	11.80	70.80
14	02	20	Protec Fire Detection Plc	OMCC : Fire Doors Relays	BACS	621.74	124.35	746.09
14	02	20	BluFlame Design Limited	Artwork - Logos	BACS	27.50	5.50	33.00
14	02	20	Seton	OMCC : Health and Safety Report - Signage	BACS	259.30	51.86	311.16
14	02	20	TechCare Limited	OMCC : February 2020 IT Monthly Support Services	BACS	226.00	45.20	271.20
14	02	20	G E Collis and Sons Limited	OMCC : Brush cleaner, brush restorer, 750ml liquid gloss	BACS	64.65	12.93	77.58

14	02	20	G E Collis and Sons Limited	OMCC : Dewalt bit set, p23 bit set, mino flood light	BACS	16.49	3.28	19.77
14	02	20	G E Collis and Sons Limited	OMCC : 32mm self drillers, green screw cap covers, chain cut to length	BACS	15.69	3.22	18.91
14	02	20	Freedom Leisure	Wakes 2020 Hire of Leisure Centre Pitches	BACS	480.00	0.00	480.00
14	02	20	Cartridge Save Limited	OMCC : Ink Cartridges	BACS	14.24	2.85	17.09
14	02	20		Employee Costs Month 11	BACS	5,839.26	0.00	5,839.26
14	02	20		NI/PAYE Month 11	BACS	2,882.20	0.00	2,882.20
14	02	20		LGPS Month 11	BACS	2,100.04	0.00	2,100.04
28	02	20	BT	OMCC : Line Charges	DD	166.30	33.26	199.56
28	02	20	Viking	OMCC : Floor gel, washing up liquid	BACS	38.54	7.71	46.25
28	02	20	Cathedral Leasing Limited	OMCC : Supply of hygiene services [quarterly]	BACS	64.98	13.00	77.98
28	02	20	Kirkwells Limited	Burntwood Neighbourhood Plan	BACS	1,750.00	350.00	2,100.00
28	02	20	Corona Energy	OMCC : Gas [period January 2020 to February 2020]	BACS	653.52	130.70	784.22
28	02	20	Npower	OMCC : Electricity [period 01 January 2020 - 31 January 2020]	BACS	544.27	108.85	653.12
28	02	20	Brownhills Glass Company	OMCC : Front Reception	BACS	98.29	19.66	117.95
28	02	20	Zurich Municipal	OMCC : Engineering Inspector for Lift and Insurance Premium	BACS	362.00	50.00	412.00
28	02	20	Chubb Fire and Security Limited	OMCC : Intruder Alarm Contract [period 01/04/2020 to 30/06/2020]	BACS	200.87	40.18	241.05
28	02	20	NIP Cleaning Contracts Limited	OMCC : Unlocking and Locking - January 2020	BACS	221.00	44.20	265.20
28	02	20	NIP Cleaning Contracts Limited	OMCC : Cleaning carried out - February 2020	BACS	401.57	80.31	481.88
11	03	20	Pitney Bowes	Franking Machine -Top Up	DD	50.00	0.00	50.00
12	03	20	EE Limited	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	33.00	6.60	39.60
13	03	20	Heatelect Limited	OMCC : Replacement of Gas Boilers	BACS	46,283.00	9,256.60	55,539.60
13	03	20	Burntwood Memorial Institute	Hire of Room	BACS	45.00	0.00	45.00
13	03	20	Entrust Support Services Limited	OMCC : Replacement of Gas Boilers - Entrust Property Fees	BACS	4,165.47	833.09	4,998.56
13	03	20	Ms C Payne	Burntwood Cemetery - Workwear	BACS	22.48	4.48	26.96
13	03	20	BNP Paribas Leasing Solutions	OMCC : Franking Machine [cover period 15/03/2020 to 14/06/2020]	DD	154.40	30.88	185.28
13	03	20	D Homer	Burntwood Cemtery - Grave Digger	BACS	340.00	0.00	340.00
13	03	20	Support Staffordshire	Parish Council Associates Registration Renewal	BACS	25.00	0.00	25.00
13	03	20	G E Collis and Sons Limited	OMCC : Drill Bit	BACS	8.24	1.66	9.90
13	03	20	G E Collis and Sons Limited	OMCC : 3m 22mm Copper Pipe, 22mm Solder Connector	BACS	34.83	6.98	41.81
13	03	20	G E Collis and Sons Limited	OMCC : Straight Connector, Flex Tap Connector, m6 washers	BACS	12.36	2.45	14.81
13	03	20	G E Collis and Sons Limited	OMCC : 15mm bending spring, gas cylinder, roll solder, flux	BACS	48.97	9.77	58.74
13	03	20	G E Collis and Sons Limited	OMCC : Tap sets, basin wrench, washers	BACS	57.95	11.59	69.54
13	03	20	G E Collis and Sons Limited	OMCC : Plywood for Reception	BACS	7.86	1.56	9.42
13	03	20	G E Collis and Sons Limited	OMCC : Silicone and glue	BACS	18.74	3.74	22.48
13	03	20	G E Collis and Sons Limited	Burntwood Cemetery - Lock	BACS	17.10	3.42	20.52
13	03	20	G E Collis and Sons Limited	OMCC : Valves, solder, solder stop, adjustment spanner	BACS	36.93	7.39	44.32
13	03	20	G E Collis and Sons Limited	OMCC : Bottle traps, bottle traps telescope, gloves, rubber gloves	BACS	71.32	14.24	85.56
13	03	20	G E Collis and Sons Limited	OMCC : Outside taps, PTFE tape, bit	BACS	22.33	4.46	26.79
13	03	20	G E Collis and Sons Limited	OMCC : Propane gas, lock set, brush set, packs of plugs	BACS	29.50	4.23	33.73
13	03	20	Chase Engraving Centre	Burntwood Cemetery - Plaques	BACS	40.00	0.00	40.00
13	03	20	Cartridge Save	OMCC : Ink Cartridges	BACS	39.92	7.99	47.91
13	03	20	Staffordshire County Council	OMCC : 1 Day Health and Safety Visit	BACS	600.00	120.00	720.00
13	03	20	CPC	OMCC : Toilet Rolls and Hand Towels	BACS	95.05	19.01	114.06
13	03	20	TechCare Limited	OMCC : March 2020 IT Monthly Support Services	BACS	226.00	45.20	271.20
13	03	20	G E Collis and Sons Limited	OMCC : Glue, painters touch, caulking gun	BACS	16.62	3.32	19.94
13	03	20	Rialtas Business Solutions Limited	Omega Accounts and Training	BACS	1,704.13	340.83	2,044.96
13	03	20	G E Collis and Sons Limited	OMCC : MDF Moulding and Drill Bit	BACS	19.42	3.90	23.32

13	03	20	Cartridge Save	OMCC : Ink Cartridge	BACS	29.64	5.93	35.57
13	03	20	Keelys	Employment Advice	BACS	500.00	100.00	600.00
13	03	20	Viking	OMCC : A4 copy paper, A4 pink paper, magnets	BACS	46.46	9.29	55.75
13	03	20	D Homer	Burntwood Cemetery : Grave Digger	BACS	270.00	0.00	270.00
13	03	20		Employee Costs Month 12	BACS	5,990.44	0.00	5,990.44
13	03	20		NI/PAYE Month 12	BACS	2,903.00	0.00	2,903.00
13	03	20		LGPS Month 12	BACS	2,100.04	0.00	2,100.04
27	03	20	E-mango	Website Hosting and Support	BACS	400.00	80.00	480.00
27	03	20	R B [Services] Limited	OMCC : Portable Appliance Testing	BACS	269.28	53.86	323.14
27	03	20	Chubb Fire and Security Limited	OMCC : Access Control System	BACS	5,702.33	1,140.47	6,842.80
27	03	20	Chubb Fire and Security Limited	OMCC : Access Control System [Annual Contract 24/12/19 to 23/12/20]	BACS	299.94	59.99	359.93
27	03	20	Grace Larner	Stephen Sutton Bursary	BACS	941.00	0.00	941.00
27	03	20	G E Collis and Sons Limited	OMCC : Screwdriver box set, cleaning cloths, thread lock	BACS	15.36	3.07	18.43
27	03	20	G E Collis and Sons Limited	OMCC : Jet boxes, earth sleeve, security lights, bulb holders	BACS	32.02	6.39	38.41
27	03	20	Npower	OMCC : Electricity [01 February 2020 - 29 February 2020]	BACS	504.90	100.98	605.88
27	03	20	Corona Energy	OMCC : Gas [February 2020 to March 2020]	BACS	578.91	115.78	694.69
27	03	20	NIP Cleaning Contracts Limited	OMCC : Cleaning carried out in March 2020	BACS	518.15	103.63	621.78
27	03	20	NIP Cleaning Contracts Limited	OMCC : Unlocking and Locking	BACS	170.00	34.00	204.00
27	03	20	Burntwood and District CFR	Defib Pads	BACS	190.00	0.00	190.00
27	03	20	Howard Shippey	Burntwood Cemetery : Repair to water box	BACS	20.00	0.00	20.00
27	03	20	G E Collis and Sons Limited	OMCC : UPVC angle, silicone, brasso	BACS	17.80	3.55	21.35
27	03	20	Ricoh UK Limited	Franking Machine [01 December 2019 to 29 February 2020]	BACS	166.43	33.29	199.72
27	03	20	BT	OMCC : Line Charges	DD	544.79	108.95	653.74
27	03	20	BT	OMCC : Line Charges	DD	166.30	33.26	199.56
27	03	20	G E Collis and Sons Limited	OMCC : Combi Sharpening Stone, 3 in 1 oil, security bit set	BACS	15.26	3.05	18.31
30	03	20	Spark Burntwood	Burntwood Be a Friend	BACS	1,000.00	0.00	1,000.00
12	04	20	EE Limited	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	33.72	6.74	40.46
15	04	20	Lichfield District Council	NNDR 2020-21 Burntwood Cemetery	BACS	1,422.15	0.00	1,422.15
15	04	20	Lichfield District Council	NNDR 2020-21 OMCC	BACS	7,609.75	0.00	7,609.75
15	04	20	Lichfield District Council	NNDR 2020-21 Traffic Island - Cannock Road	BACS	51.94	0.00	51.94
15	04	20	Lichfield District Council	NNDR 2020-21 Traffic Island - Attwood Road	BACS	51.94	0.00	51.94
15	04	20	Lichfield District Council	NNDR 2020-21 Traffic Island - Miners Way	BACS	51.94	0.00	51.94
15	04	20	Lichfield District Council	NNDR 2020-21 Traffic Island - Cannel Road	BACS	51.94	0.00	51.94
15	04	20	Lichfield District Council	NNDR 2020-21 Traffic Island - High Street	BACS	51.94	0.00	51.94
15	04	20	Lichfield District Council	NNDR 2020-21 Traffic Island - Bridge Cross Road	BACS	51.94	0.00	51.94
15	04	20	Lichfield District Council	OMCC : Annual Charge in respect of refuse collection	BACS	780.00	0.00	780.00
15	04	20	Lichfield District Council	OMCC : Annual Charge in respect of recycling collection	BACS	290.00	0.00	290.00
15	04	20	Lichfield District Council	Burntwood Cemetery : Annual charge in respect of refuse collection	BACS	850.00	0.00	850.00
15	04	20	Viking	OMCC : A4 paper, envelopes	BACS	31.93	6.39	38.32
15	04	20	D Homer	Burntwood Cemetery : Grave Digger	BACS	430.00	0.00	430.00
15	04	20	Grasslands Turf and Landscapes	Burntwood Cemetery : Cemetery Maintenance	BACS	3,075.00	0.00	3,075.00
15	04	20	Staffordshire County Council	Councillor Training : Safeguarding Level One	BACS	300.00	0.00	300.00
15	04	20		Employee Costs Month 1	BACS	5,903.59	0.00	5,903.59
15	04	20		LGPS Month 1	BACS	2,100.04	0.00	2,100.04
30	04	20		NI/PAYE Month 1	BACS	2,903.00	0.00	2,903.00
27	04	20	BT	OMCC : Line Charges	DD	177.20	35.44	212.64
30	04	20	G E Collis and Sons Limited	OMCC : LED Light	BACS	21.66	4.33	25.99

30	04	20	Entrust	Staff Training	BACS	360.00	72.00	432.00
30	04	20	TechCare Limited	Monthly Support Services	BACS	343.03	68.61	411.64
30	04	20	Mailcoms Limited	Franking Machine Manufacturer Software and Update Support	BACS	69.95	13.99	83.94
30	04	20	D Homer	Burntwood Cemetery - Grave Digger	BACS	410.00	0.00	410.00
30	04	20	Ansons	Professional Charges [Rent Holiday Agreement Letter]	BACS	450.00	90.00	540.00
30	04	20	Corona Energy	OMCC : Gas [billing period March 2020 to April 2020]	BACS	574.65	114.93	689.58
30	04	20	Lichfield District Council	Opening and Closing of Burntwood Cemetery	BACS	50.00	10.00	60.00
30	04	20	Npower	OMCC : Electricity [billing period 01 March - 31 March 2020]	BACS	452.27	90.45	542.72
12	05	20	EE Limited	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	33.72	6.74	40.46
15	05	20	ICCM	ICCM Corp Subs 2020/21	BACS	95.00	0.00	95.00
15	05	20	D Homer	Burntwood Cemetery : Grave Digger	BACS	270.00	0.00	270.00
15	05	20	TechCare Limited	Installation of 4 new desktops & 1 new laptop & Office 365 mailboxes	BACS	1,600.00	320.00	1,920.00
15	05	20	TechCare Limited	Watchguard Firewall & TechCare Professional Services	BACS	461.46	92.29	553.75
15	05	20	Mailcoms	Mailcare Extra Annual Franking Machine Support & Service Agreement	BACS	316.55	63.31	379.86
15	05	20		Employee Costs Month 2	BACS	6,929.22	0.00	6,929.22
15	05	20		LGPS Month 2	BACS	2,278.34	0.00	2,278.34
15	05	20		NI/PAYE Month 2	BACS	1,848.20	0.00	1,848.20
28	05	20	BT	OMCC : Line Charges	BACS	177.20	35.44	212.64
29	05	20	Zurich	Insurance Premium 2020/2021	BACS	3,591.63	0.00	3,591.63
29	05	20	Burntwood Lions	Community Support Grant	BACS	3,000.00	0.00	3,000.00
29	05	20	Staffordshire Pest Control Limited	Pest Control from 30/04/20 to 29/07/20 [one quarter]	BACS	50.00	10.00	60.00
29	05	20	Chubb Fire and Security Limited	Additional work carried out to Access Control System	BACS	95.00	19.00	114.00
29	05	20	Stannah Lift Services Limited	Stannah Passenger Lift [28/03/20 to 27/06/20]	BACS	71.18	14.24	85.42
29	05	20	Cathedral Leasing Limited	Supply of hygiene services [quarterly]	BACS	64.98	13.00	77.98
29	05	20	Burntwood Live at Home	County Covid 19 Funding	BACS	2,500.00	0.00	2,500.00
29	05	20	Access Innovations UK Limited	Installation of 2 x automatic swing door operators	BACS	3,702.57	740.51	4,443.08
29	05	20	Burntwood Be A Friend	County Covid 19 Funding	BACS	2,500.00	0.00	2,500.00
29	05	20	J Cope	Wakes 2020 Refund - Craft Stall	BACS	10.00	0.00	10.00
29	05	20	S Lawless	Wakes 2020 Refund - Food Stall	BACS	50.00	0.00	50.00
29	05	20	S Harris	Wakes 2020 Refund - Food Stall	BACS	50.00	0.00	50.00
29	05	20	C Smythe	Wakes 2020 Refund - Craft Stall	BACS	10.00	0.00	10.00
29	05	20	E Prince	Wakes 2020 Refund - Craft Stall	BACS	10.00	0.00	10.00
29	05	20	Corona Energy	OMCC : Gas [period April 2020 to May 2020]	BACS	294.36	58.87	353.23
29	05	20	TechCare Limited	IT Support	BACS	593.53	118.71	712.24
29	05	20	M Brown	Wakes 2020 Refund - Food Stall	BACS	50.00	0.00	50.00
29	05	20	Burntwood Breast Care	Wakes 2020 Refund - Craft Stall	BACS	10.00	0.00	10.00
29	05	20	C Sylvester	Wakes 2020 Refund - Food Stall	BACS	50.00	0.00	50.00
29	05	20	D Maiden	Wakes 2020 Refund - Craft Stall	BACS	10.00	0.00	10.00
29	05	20	E Micklewright	Wakes 2020 Refund - Craft Stall	BACS	10.00	0.00	10.00
29	05	20	R Jones	Wakes 2020 Refund - Craft Stall	BACS	10.00	0.00	10.00
29	05	20	Jozzone Kids Club	Wakes 2020 Refund - Stall	BACS	10.00	0.00	10.00
29	05	20	D Homer	Burntwood Cemetery - Grave Digger	BACS	270.00	0.00	270.00
12	06	20	EE Limited	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	33.72	6.74	40.46
15	06	20	BNP Paribas Leasing Solutions	Franking Machine period 15/06/2020 to 14/09/2020	DD	154.40	30.88	185.28
15	06	20	Chubb Fire and Security Limited	Intruder Alarm period 01/07/2020 to 30/09/2020	BACS	200.83	40.16	240.99
15	06	20	Magic Carpet Theatre	Wakes 2020 - 25% Cancellation Fee	BACS	148.75	29.75	178.50
15	06	20	K Cooper	Wakes 2020 Refund - Craft Stall	BACS	10.00	0.00	10.00

15	06	20	TechCare Limited	IT Suite PC Windows 10 updates	BACS	495.00	99.00	594.00
15	06	20	D Homer	Burntwood Cemetery - Grave Digger	BACS	270.00	0.00	270.00
15	06	20	Rialtas Business Solutions Limited	Omega Software Maintenance	BACS	255.00	51.00	306.00
15	06	20	A James	Black Ink Cartridge	BACS	16.77	3.35	20.12
15	06	20	Keelys Solicitors	Employment Advice	BACS	250.00	50.00	300.00
15	06	20	Fire Services Central Limited	OMCC : Fire Alarm System and Emergency Lighting Service	BACS	646.48	129.30	775.78
15	06	20		Employee Costs Month 3	BACS	6,497.14	0.00	6,497.14
15	06	20		LGPS Month 3	BACS	2,209.04	0.00	2,209.04
15	06	20		NI/PAYE Month 3	BACS	2,402.58	0.00	2,402.58
28	06	20	BT	Monthly Line Charges	DD	177.20	35.44	212.64
29	06	20	BT	Quarterly Bill, main BTC number, call usage and rental	DD	509.91	101.98	611.89
30	06	20	G E Collis and Sons Limited	1m Chain, Chrome Spray and Pad Bolts	BACS	72.45	14.47	86.92
30	06	20	Ricoh UK Limited	Photocopier Charges [01/03/2020 to 31/05/2020]	BACS	137.82	27.56	165.38
30	06	20	TechCare Limited	IT Support	BACS	571.03	114.21	685.24
30	06	20	Corona Energy	OMCC Gas May 2020 to June 2020	BACS	204.33	10.22	214.55
12	07	20	EE Limited	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	33.72	6.74	40.46
15	07	20	Stannah Lift Services Limited	Repair to Lift	BACS	3,293.85	658.77	3,952.62
15	07	20	Kimcell Limited	Datacenta Secure Hosting renewal of domain name	BACS	125.00	25.00	150.00
15	07	20	Npower	OMCC Electricity 01 April 2020 - 30 April 2020	BACS	314.13	62.83	376.96
15	07	20	Npower	OMCC Electricity 01 May 2020 - 31 May 2020	BACS	383.41	76.68	460.09
15	07	20	South Staffs Water	OMCC Water and Sewerage Charges 24/12/19 to 24/06/20	BACS	796.85	0.00	796.85
15	07	20	Stannah Lift Services Limited	OMCC Lift Service 28/06/20 to 27/08/20	BACS	71.18	14.24	85.42
15	07	20	D Homer	Burntwood Cemetery : Grave Digger	BACS	360.00	0.00	360.00
15	07	20	A-Line Technical	Refund of Rent and Service Charge - Unit 6	BACS	573.55	50.18	623.73
15	07	20	Cifelife in Lichfield Limited	Quarter advert in Citylife in Lichfield Magazine	BACS	170.00	34.00	204.00
15	07	20		Employee Costs Month 4	BACS	6,478.94	0.00	6,478.94
15	07	20		LGPS Month 4	BACS	2,209.04	0.00	2,209.04
15	07	20		NI/PAYE Month 4	BACS	2,402.78	0.00	2,402.78
28	07	20	BT	Monthly Line Charges	DD	181.85	36.37	218.22
31	07	20	Keelys Solicitors	Employment Healthcheck Plan 2020-21 [runs from 01/08/20]	BACS	1,020.00	204.00	1,224.00
31	07	20	South Staffs Water	Burntwood Cemetery [24/12/19 to 30/06/20]	BACS	29.99	0.00	29.99
31	07	20	Corona Energy	OMCC Gas [06/20 to 07/20]	BACS	183.56	9.18	192.74
31	07	20	NIP Cleaning Contracts Limited	OMCC Cleaning 26/05/20 to 29/05/20 and June 2020	BACS	628.32	125.66	753.98
31	07	20	NIP Cleaning Contracts Limited	OMCC Locking Up	BACS	153.00	30.60	183.60
31	07	20	TechCare Limited	IT Services	BACS	579.03	115.81	694.84
31	07	20	Npower	OMCC Electricity 01/06/20 to 30/06/20	BACS	400.52	80.10	480.62
31	07	20	G E Collis and Sons Limited	Hose fittings for hanging baskets outside of OMCC	BACS	27.52	5.50	33.02
31	07	20	E.ON	Seasonal Illuminations	BACS	11.99	0.60	12.59
12	08	20	EE Limited	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	33.72	6.74	40.46
14	08	20	G E Collis and Sons Limited	OMCC : Floodlight and keys	BACS	80.68	16.16	96.84
14	08	20	G E Collis and Sons Limited	OMCC : Locks, handle, lock and key plate, gate spring	BACS	53.04	10.60	63.64
14	08	20	Kimcell Limited	First 10 pop accounts: Service duration 11/08/20 until 10/08/2021	BACS	50.00	10.00	60.00
14	08	20	D Homer	Burntwood Cemetery : Grave Digger	BACS	410.00	0.00	410.00
14	08	20	The Parish Notice Board Company	OMCC : Notice Board 50% Deposit	BACS	280.42	56.08	336.50
14	08	20		Employee Costs Month 5	BACS	6,483.49	0.00	6,483.49
14	08	20		LGPS Month 5	BACS	2,209.04	0.00	2,209.04
14	08	20		NI/PAYE Month 5	BACS	2,403.18	0.00	2,403.18

Burntwood Town Council

Thursday 24th September 2020

Meetings Schedule

1.0 Purpose of Report

1.1 To seek the agreement of the Council for the meeting dates until December.

2.0 Background

2.1 In response to the Covid 19 Emergency the Council opted to revise its schedule of meetings. It put in place monthly virtual Council Meetings and the option of holding other committees as and when required. Since April it has only been necessary to hold one virtual Planning and Development Committee meeting. As it has been possible to deal with all other Council business via the monthly Council Meetings. The Council directed that this arrangement should be reviewed in September.

3.0 New Meeting Schedule

3.1 Despite the easing of lockdown restrictions it is felt that the Council should continue to meet virtually. The Zoom meeting format has proved easy to use and has not hindered the level of debate at the meetings. With the cancellation of Council activities due to Covid 19 it is felt that there is sufficient space on agendas to continue with just the monthly Council meetings. The option of holding committee meetings as and when required remains.

3.2 The revised meeting schedule is attached as Appendix 1. Provision has been made for additional meetings in October and December. Councillors should keep the provisional dates for committee meetings in their diaries in case a meeting (virtual) is required.

4.0 Financial Considerations

4.1 The continued use of virtual meetings will not pose any additional costs to the Council.

5.0 Legal Requirements

5.1 Under the provisions of the Local Government Act 1972 the Council is required to meet a minimum of 4 times a year including an Annual General Meeting. The Council has already fulfilled its legal responsibility for this municipal year.

6.0 Conclusion

6.1 In view of the ongoing health situation it is desirable for the Council to continue to hold monthly virtual meetings and have the option of holding additional committee meetings as and when needed.

7.0 Recommendation

7.1 The Council is recommended to adopt the schedule of meeting as set out in Appendix 1

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk and 01543 677166

ENCLOSURE NO. 3

**BURNTWOOD TOWN COUNCIL
2020/21 CALENDAR OF MEETINGS**

COUNCIL	13 May 2020	25 June 2020	29 July 2020	24 September 2020	26 November 2020	13 January 2021	11 March 2021
				20 October 2020	08 December 2020		12 May 2021
PLANNING AND DEVELOPMENT CMTTE			15 July 2020	05 October 2020	04 November 2020	07 January 2021	17 March 2021
					10 December 2020	11 February 2021	08 April 2021
							06 May 2021
COMMUNITY AND PARTNERSHIPS CMTTE				30 September 2020	11 November 2020	06 January 2021	04 March 2021
					02 December 2020		15 April 2021
POLICY AND RESOURCES CMTTE					18 November 2020	20 January 2021	31 March 2021
OVERVIEW AND SCRUTINY CMTTE					09 December 2020	04 February 2021	

Legend:

13 May 2020 = Meeting Room, rear of Burntwood Library

All unmarked meeting dates will be held at the Old Mining College Centre and will commence at 6pm unless otherwise stated on the agenda

Burntwood Town Council

Thursday 24th September 2020

Old Mining College Tenants Manual

1.0 Purpose of the Report

1.1 At the moment there is not a specific process for inducting new tenants that explains the respective responsibilities of tenants and the Town Council, as landlord. This manual sets out those responsibilities and provides guidance on procedures in operation in the building and key contact details.

2.0 Background

2.1 The lack of clear guidance on the house rules has made the management of the building more difficult. It is to everyone's benefit that there is clarity on this issue to avoid any misunderstandings or disputes.

3.0 Tenants Manual

3.1 The manual (see Appendix 1) covers the following key components of the leasing arrangements in operation at the Old Mining College:

- Health and Safety
- Fixtures and Fittings
- Gas and Electricity
- Fire Safety
- Maintenance and repair
- Asbestos
- Opening Hours
- Security
- Insurance
- Rent
- Service Charge

3.2 Many of the above items are shared responsibilities and it is essential that individual roles are clearly identified so that there are no gaps in provision. Health and Safety is one area where a lack of understanding or acknowledgement could place people at risk and pose a potential liability for the Town Council.

4.0 Legal Requirements

4.1 The Town Council is not required by law to provide a Tenant's Manual, but it is seen as good practice. More importantly it provides a framework that helps the Town Council fulfil its legal responsibilities in respect of legislation such as the Health and Safety at Work Act and Gas and Electricity safety.

5.0 Financial Context

5.1 This report raises no new costs for the Town Council and may help to reduce any liabilities resulting from its management of the Old Mining College.

6.0 Conclusion

6.1 The lack of a Tenants Manual is not helpful to the management of the Old Mining College and could increase any risks resulting from such management.

7.0 Recommendation

7.1 The Town Council is recommended to endorse the Tenant's Manual contained in Appendix1 for use with future tenants.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

ENCLOSURE NO. 4
APPENDIX 1

Tenants Manual

Old Mining College
Queen Street,
Burntwood WS7 4QH

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1. INTRODUCTION

1.1 OLD MINING COLLEGE

Office accommodation at the Old Mining College exists to provide competitively priced space for business start-ups within Burntwood. Its aim is to assist start-up businesses and aid the expansion of existing businesses, thus increasing the opportunities for the local labour force to find and keep employment.

Units measure between 15sq m. and 45sq m. and are let on 12 monthly tenancies. Business rates are included.

Every prospective tenant is given a copy of the Tenancy Agreement to consider before taking up a tenancy; and any additional requirements may be discussed with the Building Manager at this time.

Agreements are completed in duplicate and the tenant will receive one of the signed and witnessed documents for their records.

2. TENANTS MANUAL

Please note the following points (in alphabetical order):

2.1 BUILDING ACCESS

The main part of the Old Mining College is 'open' (with the front door being unlocked) during normal working hours, Monday to Friday. The building is closed and the front door locked overnight, on weekends and Bank Holidays.

Tenants who have units in the Annex at the rear of the main building will be provided keys to their units, side and front gates to allow 24-hour access to their units.

The security of the premises is the concern of everyone working in the building. If you are accessing the building outside normal office hours, you should close and lock the side and front gate on initial entry (locking yourself in the building) and do so again when you leave.

2.2 BUSINESS RATES

Business rates are included in the Annual Service Charge

2.3 BUILDING MANAGEMENT

The management of the building is carried out by council officers on behalf of Burntwood Town Council (the Landlord).

The team consists of one part-time manager supported by one part-time administrator and one part-time caretaker working Monday to Friday.

When staff are not on site, contact can be made by telephone or email:

Carole Payne
Administrator
Tel: 07858 494087
Email: carole.payne@burntwood.tc.gov.uk

2.4 CLEANING

It is a condition of any tenancy agreement that the tenant will keep their unit(s) clean, tidy and free from the accumulation of waste materials likely to increase the risk of fire.

The common areas of the building are cleaned every weekday morning by contracted services; however, it is in everyone's best interest to ensure that all areas of the building are kept clean and tidy.

Please note that the kitchen areas are a shared responsibility and under no circumstances should rubbish or dirty dishes be allowed to accumulate in these areas.

2.5 COMMUNAL AREAS

Smoking, including the use of e-cigarettes, is prohibited throughout the building and site. The eating food and the storage of materials, equipment or furniture is prohibited in the corridors, kitchens, toilets and other communal areas within the premises.

The corridors have been identified as fire escape routes and shall remain unobstructed, free from any slipping hazards and any sources of ignition.

These control measures are identified within the fire risk assessment for the premises, as required by the Regulatory Reform (Fire Safety) Order 2005 and any subsequent amendments.

2.6 DAMAGE

Tenants are responsible for rectifying any damage to the centre or any part therein, caused by themselves, their staff, or their visitors.

All repairs made to units must be to the satisfaction of the Building Manager before the end of the tenancy. Where a tenant is unable to undertake the repairs themselves, they will be required to reimburse Burntwood Town Council for the cost of any necessary repair work.

2.7 DECORATIONS AND ALTERATIONS

The outside of the building, along with any general areas (including toilets, corridors and kitchens) are the responsibility of Burntwood Town Council and will be decorated and maintained by them as required.

Tenants may furnish their units to their own requirements. However, they must restore the unit to its original state before ending their tenancy and vacating the premises. If the vacating tenant leaves without meeting this obligation, then s/he will be charged for any necessary repair or redecoration work carried out on their behalf.

No alteration or additional sub-divisions may be made within a unit without discussion with, and written permission from the Building Manager. Where changes have been made without permission, Burntwood Town Council may exercise their right to instruct the tenant returns the unit to its original state.

2.8 DOGS

Dogs are not allowed on site at any time (except for guide dogs and other assistance animals)

2.9 EMERGENCIES

For police/fire/ambulance, dial 999.

**Building address:
Old Mining College
Queen Street
Burntwood
WS7 4QH**

For any other emergencies, such as flood, intruder alarm activations etc. between 9am and 5pm please make the Building Manager/Staff aware.

In the event of an emergency between 5pm and 9am, please BBP Security Services and Training Ltd on 01902 428 485

2.10 EQUIPMENT

Please be aware that it may be necessary to have the Building Manager's permission before installing certain types of equipment. With this in mind, we recommend involving the Building Manager/Staff in your planning process as early as possible.

2.11 HEATING

Gas Boilers provide the heating for the building between the hours of 8am and 6pm. Tenants may install secondary heating in their unit(s) subject to the permission of the Building Manager and an adjustment to the Annual Service Charge.

2.12 INSURANCE

Burntwood Town Council insures the building and common areas against fire and for public liability.

It is a requirement that all tenants take out their own public liability insurance to the value of £5m and insurance for the contents of their own unit (including fire, theft and employer's liability if appropriate).

The Town Council will require to tenants to prove each year that they have adequate insurance cover in place.

2.13 KEYS AND LOCKS

Tenants will be supplied with 2 keys each for their unit(s) and the side and front gates. Additional keys can be provided but it will be at the cost of the tenant.

Any lost keys should be reported to the Building Manager immediately, and if deemed necessary a new lock and key set will be fitted, at the cost of the tenant.

All keys must be returned to the Building Manager at the end of the tenancy.

2.14 KITCHENS

The kitchen areas are for communal use and all tenants share the responsibility for keeping them clean and tidy.

Tenants will need to provide their own tea, coffee, milk etc., as well as crockery and cutlery. Which should be clearly labelled if stored within the kitchen or communal areas. The Building Manager/Staff are not responsible for dealing with damaged or missing items.

2.15 LITTER

All tenants and visitors are asked to use the skips and bins provided. Litter can be a health hazard and strict compliance is required with regards all waste.

2.16 MEETING ROOMS

We provide a small meeting room for tenants use free of charge. A fee may be charged for use over 2 hours. The room must be booked in advance and cancelled if it is not required.

There are also larger rooms that can also be hired. Information on meeting room rates and booking forms are available from the Administrator. Room use is billed at the end of the month.

2.17 MOVING TO A DIFFERENT UNIT

The flexibility of space within the building is designed to support the 'ups and downs' of modern business. Where availability allows, tenants are therefore welcome to apply for alternative or even additional space to meet the changing needs of their business. Where a tenant is interested in taking on a different or additional unit, they should speak with the Building Manager.

Please note that applications to take on additional units will only be considered where the tenant has a history of paying their rent on time and observance of terms of their tenancy.

2.18 NOISE, NUISANCE AND SMELLS

Works likely to cause a nuisance to other tenants must be approved in advance by the Building Manager. Lack of permission may result in an order to cease and the termination of the tenancy.

Tenants should try to keep noise to a minimum. Noise will also be a consideration in any review of the tenancy agreement.

The use of certain chemicals, glues and other substances may cause difficulties to neighbouring units. Where this is found to be the case, the users will be asked to seek an alternative substance. Failing that, either an alternative unit will be offered (if suitable and available) or the user will be asked, with due notice, to vacate the Centre.

2.19 OFFICE USE

The building has planning permission for office use. It does not have planning permission for any form of industrial use. The Tenant will be responsible for securing any additional planning permission(s) that is necessary for their activities (which will also require Landlords consent)

2.20 OUT OF HOURS CONTACT

For any other emergencies, such as flood, intruder alarm activations etc. between 9am and 5pm please make the Centre Manager/Staff aware.

In the event of an emergency between 5pm and 9am, please contact BBP Security and Training Ltd on 01902 428 485.

2.21 PARKING

There is no parking on site. There is a public car park opposite the building that can be used at the vehicle owner's risk.

2.22 POST

The post is delivered once a day, Monday to Friday. The Administrator will take the post to individual units. If the Administrator is not in the building Royal Mail will leave post at the reception.

2.23 RENT

The rent is due on the last day of each calendar month, payable in advance. The Town Council will raise an invoice for your records as close to the last of the month as possible.

All payments are by direct debit to Burntwood Town Council. Tenants who default on their rent may be locked out of their unit within 7 days; and will remain so until payment is made.

Rents are subject to periodic review as specified in the lease. Tenants are given a minimum of 28 days' notice of any increase in licence fees.

2.24 REPAIRS AND MAINTENANCE

Burntwood Town Council is responsible for carrying out repairs and maintaining the fabric of the building.

Tenants will be charged for rectifying any damaged caused by them, their staff or their visitors, whether by accident or intentionally.

2.25 SECURITY

The building is covered by Security between 5pm and 9am, Monday to Friday, and throughout the day and night at weekends or during public holidays.

Security will lock the main building access doors at the front, tenants with units in the Annex may access through the side gate to their own unit door or by the rear door of the Annex. Tenants are responsible for locking and unlocking their own unit and for nominating a key holder whose name and telephone number must be supplied to the Building Manager in case of an emergency.

Each office has a coded alarm system which includes P.I.R. detectors and door contacts. Tenants will be shown how to use the system on occupying their unit. Unit alarms are connected to a central control box which is, in turn, linked to a monitoring station.

The system is monitored 24hrs per day, 365 days a year. In the event of an alarm being activated outside normal hours, the monitoring station will dispatch a security guard to investigate. There is a standard charge for such call-outs, so where activations have been caused by maliciousness or carelessness on the part of the tenant or their staff, then a charge of £75.00 per call-out will be levied against them.

2.26 SERVICE CHARGE

Each unit will be subject to a monthly service charge. The charge will be a contribution to the running costs of the building and will cover:

- Management, administration and caretaking services
- Business Rates
- Water Rates
- Gas and Electricity charges
- Insurance
- Building and grounds maintenance
- Cleaning

The service charge will be apportioned regarding to floor area rented. The service charge of Tenants that operate beyond normal office hours will be adjusted to take account of the additional activity.

The service charge will be reviewed annually to take account of any increase in the costs incurred by the Town Council in respect of the management of the building.

2.27 SIGNAGE

Tenants are not allowed to place any signage on the outside of the building. There is a notice board adjacent to the side gate where tenants can display an A4 sized poster.

2.27 SMOKING

In accordance with the Health Act 2006, the Old Mining College is a no smoking area. This includes the use of e-cigarettes.

Anyone needing to smoke will have to leave the site.

2.28 TERMINATION OF TENANCY

The tenancy may be terminated by Burntwood Town Council giving the tenant no less than three months prior notice. It may be terminated by the tenant by giving one-month prior notice to the Building Manager. In both cases, notice must be given in writing and will expire on the last day of the month.

The Town Council may terminate a tenancy immediately if the tenant (or, by association, their employees or visitors) breaches the conditions of the tenancy or any other requirement made by Burntwood Town Council in accordance with it.

The Town Council may also terminate a tenancy immediately if the tenant becomes bankrupt or the business goes into receivership

If a business is considered no longer suitable for the building, then the tenant will be given notice in writing and asked to find alternative accommodation.

Examples of unsuitability include:

- Growth in size to proportions which the building cannot sustain
- Increase in numbers of vehicles associated with the business and visiting the building causing difficulties to residents and other businesses; or
- Inconvenience caused to other building users because of unsuitable working practices by employees.

Then the tenant will be given three months' notice in writing and asked to find other accommodation.

2.29 VISITORS

Tenants are welcome to have visitors to their units. Tenants must ensure that all visitors are met at reception or the side gate (if based in the Annex) and escorted to and from the unit.

2.30 WASTE

Skips are currently provided for use by tenants. Waste should be minimised and boxes should be flattened before disposing of them into the skips to reduce disposal costs. Tenants are encouraged to re-cycle as much of the remaining waste as possible.

Tenants will need to make their own arrangement to dispose of furniture, metal and electrical waste. No waste should be brought onto the site. It is illegal to mix hazardous and non-hazardous waste. The Tenant is responsible for notifying the Environment Agency about any hazardous material produced because of their business activities and for arranging for its disposal.

Under no circumstances should hazardous waste be put in the skips provided on site. Failure to comply with this legal requirement may result in action being taken by the enforcing authority.

Further information on hazardous waste can be found in Annex A.

2.31 WATER USAGE

The Severn Trent Water Authority makes all charges for water via a communal water meter, with a sewerage charge levied based on the rateable value of the building. These charges are included in the Annual Service Charge

APPENDIX A

HEALTH AND SAFETY

Each tenant is responsible for health and safety in connection with their own business operation and should be aware of the Health and Safety at Work Act 1974 and associated regulations which apply to their business activities.

There is lots of useful information and guidance on the Health and Safety Executive's (HSE) website, some written specifically for small businesses. It can be accessed at

<http://www.hse.gov.uk/>

The HSE also operate an advice line on 0300 003 1747 during office hours - 8.30 am to 5.00 pm, Monday to Friday, Wednesday 10.00 am to 5.00 pm.

ASBESTOS

Please contact the Business Manager or Administrator before proceeding with any works or alterations inside the unit – including erecting shelving, or putting up notice/white boards.

The site has been surveyed for asbestos and results are recorded in a register. The Asbestos Register (kept in the Administrator's office) must be checked and signed before any intrusive works can be carried out.

Intrusive works would be where the surface of any component of the building or land would be cut, drilled, screwed into, removed or replaced.

Under no circumstances should any intrusive work be carried out without permission from the Building Manager.

ELECTRICITY



Building electrics have been tested and certified as meeting current health and safety regulations.

Any new or altered electrical work undertaken on behalf of the tenant must be approved beforehand by the Building Manager.

The work must be carried out by a **fully qualified and certified electrician** who will provide the Building Manager with a works certificate once the work has been completed. No unit tenant is permitted to carry out any electrical work in the unit by themselves.

FIRE SAFETY

The Regulatory Reform (Fire Safety) Order requires all businesses to carry out a fire risk assessment.

The Building Manager carries out a fire risk assessment for the whole building, including all communal areas. A copy can be provided upon request.

All tenants are required to complete a fire risk assessment in respect of the risk of fire relevant to their business undertakings. This will enable tenants to implement any fire safety control measures that may be necessary to ensure safety. The Town Council requires each tenant to provide a copy to the Building Manager every 12 months.

Fire Fighting Equipment



Part of the tenant's fire risk assessment must consider the need for the provision of adequate and suitable firefighting equipment.

While the Building Manager will ensure that suitable and sufficient equipment is available in the communal areas of the building, it is the tenant's responsibility to do so for their own unit. Similarly, the tenant is responsible for ensuring any such equipment is serviced annually by a competent contractor.

The number and type of any firefighting equipment will depend upon the risks identified by the tenant in their fire risk assessment, but, as a minimum, at least one suitable fire extinguisher is required.

Blank fire risk assessment forms can be obtained from the Administrator.

Fire Alarm System



All fire alarm systems within the building are subject to an annual service and test by a competent contractor acting on behalf of the Building Manager.

Individual fire alarm call points are tested on a weekly basis (usually on the same day each week). Tenants are reminded that if they identify any fault with the alarm system, they must report this to the Building Manager immediately.

If an alarm sounds for more than ten seconds, all occupants must evacuate the building.

Fire Drills

Building Manager/ Staff will organise a full fire evacuation drill every six months. On hearing the alarm, all occupants of the building must participate in the evacuation so that a timed exit can be registered and appropriate records maintained.

By participating in the fire drill, tenants will satisfy their own legal responsibility for holding a fire drill.

Tenants are responsible for the safe evacuation of their staff and any visitors to their business. When the fire alarm sounds, visitors must be escorted safely to the fire assembly point

Fire Notices



Each unit contains a notice which lists the actions a person should take on hearing the fire alarm or discovering a fire. Similar notices are also posted in conspicuous places throughout the communal areas. For their own safety, tenants and their staff must familiarise themselves with the content of these notices.

Additional copies of the fire action notice can be obtained from the Administrator.

Discovering a Fire

Building occupants must take the following actions upon discovering a fire:

- Raise the alarm immediately triggering the nearest fire alarm call point
- Tackle the fire **only if it is safe to do so**
- Evacuate the building (see 'Fire Evacuation Procedures' below)
- Gather at the assembly point, and
- Notify the Building Manager/staff, giving the location of the fire.

Fighting the Fire

- Fires should only be tackled by trained personnel and only then if the fire is small and it is safe to do so with the extinguishing equipment available.

- Do not put yourself or others in danger – always take up a position where a quick retreat is possible.
- **If there is any doubt about safety, or you are failing to keep the fire in check, you must leave the building immediately and gather at the assembly point.**

Fire Evacuation Procedures

When the alarm sounds:

- All centre occupants must proceed to the fire assembly point in the car park at the front of the building:
 - Use your nearest fire exit – if you are elsewhere in the building, do not return to your unit first
 - Close windows and doors as you go (only if it is safe to do so)
 - Do not stop to pick up personal belongings or make/continue telephone call
 - Remember to escort any visitors to the assembly point.
- Disabled members of staff/visitors should be assisted out of the building by either their work colleagues or members of unit staff hosting them. Disabled persons who have mobility problems, such as wheelchair users, should be directed/escorted to the appropriate exits(s).

At the fire assembly point:

- The Administrator will proceed to the fire assembly point to await confirmation reports from each tenant that their unit has been evacuated.
- If there are no Town Council staff present, occupants must proceed to the fire assembly point as usual and wait for instruction from the attending fire officer.

HOT WORKS PERMITS

If any “hotworks” take place inside buildings or outside if adjacent to buildings, a contractors “hotworks permit to work” must be completed before hand (forms are available in reception). It is applicable to all operations involving flame, hot air, are welding, cutting equipment, brazing, soldering, use of blowlamps, bitumen boilers, grinding of metals or any other equipment using heat or flames.

USE AND STORAGE OF HIGHLY FLAMMABLE LIQUIDS (HFL) AND LIQUEFIED PETROLEUM GASES (LPG)

All Highly Flammable Liquids (HFL) and Liquefied Petroleum Gases (LPG) must be used and stored in accordance with the HFL and LPG regulations.

Any gas cylinders used by units must:

- be stored in an upright position

- be secured to prevent damage and any unauthorised use, and
- maintained in a suitable condition.

The use, including storage, of HFL and LPG must also be considered when completing your fire risk assessment as required by the Regulatory Reform (Fire Safety) Order.

FIRST AID



The Health and Safety (First Aid) Regulations require employers and the self-employed to provide suitable and sufficient first aid provision at work.

All unit holders must ensure that they assess the first aid needs of their business and ensure that adequate and suitable first aid provision (equipment, trained personnel, notices etc.) has been made.

GAS LEAK PROCEDURES (There is no gas supply directly into this building)

If there is a strong smell of gas:

- **Do not operate, switch on, or switch off any electrical items, including light switches – this could cause a spark and create an explosion;**
- Open all windows and evacuate the area immediately – give verbal instructions. **Do not use the centre's fire alarm system in case of sparks;**
- Contact the Building Manager/Staff, who will immediately contact the gas emergency line (0800 111 999);
- The Building Manager/Staff will ensure that the gas mains lever is switched off;
- Avoid rooms with a strong smell of gas (if possible) as you may be overcome.

If there is a weak smell of gas:

- **Do not operate, switch on, or switch off any electrical items, including light switches – this could cause a spark and create an explosion!**
- Open all windows
- Contact the Building Manager/Staff as the gas supply may need to be switched off at the mains
- The Building Manager/Staff will initiate a full or partial evacuation as necessary
- The Building Manager/Staff will, if necessary, immediately contact the gas emergency line (0800 111 999)

PORTABLE APPLIANCE TESTING

Tenants holders are required to carry out their own PAT testing. Small appliances should be tested every two years. Tenants are required to provide evidence that their equipment has been tested.

SLIPS, TRIPS AND FALLS

Tenants, their staff and visitors must not leave anything outside their units which could create an obstacle or cause themselves or another person to slip, trip or fall over. This includes materials such as empty packaging, equipment such as office chairs and spillages of any substance.

USE OF HAZARDOUS SUBSTANCES



All hazardous substances must be used and stored in accordance with both their relevant hazard data sheet (obtained from the supplier/manufacturer) and the risk assessment (completed by the employer) as required by the Control of Substances Hazardous to Health Regulations.

The bulk storage of hazardous substances is not allowed and the Building Manager may require relevant information on any substance.

On no account may hazardous substances, including waste and residues from a process, be allowed to enter the building's drainage system.

Please refer to **APPENDIX B** for more information on what constitutes a 'Hazardous Substance'.

2.32 WATER HYGIENE

The Building Manager ensures that periodic testing of the water outlets etc. within the building are undertaken to ensure that the risk of Legionella and scalding is reduced or removed.

Individual tenants may also be asked to undertake such testing of the water outlets in their units (where applicable).

APPENDIX B

HAZARDOUS WASTE

The Hazardous Waste Regulations (2005) introduced effective controls for wastes that are harmful to human health or the environment. The Regulations ensure that such wastes are properly managed from their production to their final destination, including disposal and recovery.

Under no circumstances should hazardous waste be put in the skips provided on site. Failure to comply with this legal requirement may result in action being taken by the enforcing authority.

The List of Wastes Regulations (2005) gives the definitive list of wastes that are categorised as hazardous. A material is classed as hazardous if it contains a dangerous substance.¹

The following list gives an indication of the types of hazardous waste that might be found in the building:

- Infected clinical waste
- Some laboratory chemicals
- Sawdust, shavings, cuttings, wood, particle board and veneer contaminated with dangerous substances
- Some paints, varnishes, adhesives, sealants & resins containing dangerous substances
- Some printing materials (etching, inks, toner)
- Wastes from photographic processes,
- Some machining oils and some spent grinding materials
- Oil and fuel wastes (except edible oils)
- Organic solvents, refrigerants
- Absorbents filter materials, wiping cloths and protective clothing contaminated by dangerous substances*
- Most vehicle components
- Transformers/capacitors containing PCB's
- Fridges and other equipment containing CFCs, HCFC and HFC
- Items containing free asbestos
- Fireworks waste
- Gases in pressure containers
- Batteries
- Various construction and demolition wastes
- Fluorescent tubes and other mercury containing waste,

¹ A dangerous substance is one which has inherent dangers, i.e. identified as toxic, very toxic, corrosive, harmful, irritant, flammable, very flammable or radioactive. All substances included in the Chemicals (Hazard Information and Packing for Supply) Regulations (2002) are classified as dangerous.

- Detergents
- Cathode Ray Tube TV's, computer monitors.

This list is not exhaustive. It is your legal responsibility to ensure you adhere to the regulations – more about which can be found on www.gov.uk.

Please note that it is illegal to mix hazardous and non-hazardous waste. If you are a producer of hazardous waste, it is your responsibility to notify the Environment Agency and made the necessary arrangements for disposal.

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Fire Safety

Old Mining College

This document details the fire and emergency evacuation procedures for these premises. Tenants must ensure that they are familiar with these procedures and act upon the requirements.

Action on discovering a fire

Press the call point alerting others to the fact there is a fire and evacuate the building via the nearest fire exit (it is your responsibility to ensure that all members of your staff know where the nearest fire exit is).

Action when the fire alarm sounds (continuous siren)

ALL persons must act upon hearing the fire alarm

Evacuate the building and exit via the nearest fire exit (it is your responsibility to ensure that all members of your staff know where the nearest fire exit is). Only use fire extinguishers to aid a safe exit.

Go to the fire assembly point which is the car park to the front of the building (it is your responsibility to ensure that your staff knows where the nearest fire assembly point is).

Carry out a role call for your own staff (and visitors) and establish you have no missing persons; you are solely responsible for this.

It should be noted that Burntwood Town Council staff may not be on site outside normal office hours and will not always be available in a fire emergency. It is the responsibility of each tenant to have emergency procedures in place for their staff and visitors.

Summoning the fire and rescue service

The Fire Service will only attend if they have a 'CONFIRMED' fire.

It should be noted that the fire alarm system within the premise is an automatic one, smoke detectors are in place and therefore the alarm will be activated should any smoke be detected.

Once a fire has been detected ring 999 to summons the Fire Service, the postal address is:

The Old Mining College
Queen Street,
Burntwood
WS74QH

Once the Fire Service is on site, you will be asked to report to the Fire Service Officer that all persons are accounted for.

Vulnerable Staff

It is each tenant's responsibility to carry out a personal emergency evacuation plan (PEEP) for any of their staff who may need assistance in the event of an emergency.

Fire marshals

Burntwood Town council will provide Fire Marshals during normal office hours. They will assist at the fire assembly point and undertake a sweep of the building. Outside of these hours' tenants are responsible for ensuring all staff/visitors evacuate the buildings on hearing the fire alarm. Tenants are required to have their own fire safety procedures in the event of a fire emergency which must be submitted to the Town Council annually.

Fire drills

Fire drills are held 6-monthly to ensure that everyone is aware of what to do and where to assemble in cases of fire or the fire alarm sounding.

Visitors and contractors

Burntwood Town Council appointed Contractors carrying out works are inducted to site by the Building Manager/Staff who complete a HSF46 form; this covers fire emergencies on site. All tenants have a responsibility for their visitors in the event of a fire, drill or the alarm sounding.

Fire alarm test

Fire alarm testing is held weekly. Only one call point is tested each week on a rota basis.

At all other times, should the alarm sound for more than 15 seconds then treat as a 'Fire' and proceed to the assembly point to the front of the building.

Burntwood Town Council

Thursday 24th September 2020

Christmas Events

1.0 Purpose of the report

1.1 To seek the Council's views on possible replacement events

2.0 Background

2.1 On 20/8/20 members of the Community and Partnerships Committee met informally to discuss the implications of the current Covid 19 restrictions on public gatherings for the planned Christmas events programme. The members agreed that the Town Council would not be able to run with its traditional light switch on and recognized different ways of engaging with the community over the Christmas period were needed.

3.0 Potential Options

3.1 The meeting covered the following options:

- Contacting the Rotary Club to see if would be possible to extend their Santa Train visits to more parts of the town
- Holding a combined Christmas Service made up of contributions from a range of faith and community settings from across the town
- Sending a Christmas Card to every household. The card would also offer a possible opportunity for community engagement if a competition were run to select a photograph of a Christmas scene in the town for the card. The cost of producing the cards is estimated to be in the region of £500 to £600
- The Town Council would continue to offer support to other partners should they decide to provide events (i.e. at Chasetown High St, Swan Island, Morley Road. and Bells Lane)

4.0 Legal Requirements

4.1 There is no statutory duty for the Town Council to provide community events at Christmas. It does however the power, through the General Power of Competency, to allocate funding and hold community events should it wish to do so.

5.0 Financial Context

5.1 In the current budget a sum of £4,000 has been allocated for Christmas Events.

6.0 Conclusion

6.1 At the moment due to the Covid 19 restrictions in respect to events the Town Council's normal Christmas Events programme will not be able to go ahead. There are other ways in which the Town Council might be able to engage with the community which need to be explored.

7.0 Recommendation

7.1 The Council is invited to discuss the options outlined in paragraph 3.1 along with any other ideas that councillors might have.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

Thursday 24th September

Environment Plan

1.0 Purpose of the Report

1.1 To seek approval from the Council in respect of an Environment Plan designed to mitigate against the environmental impact of the Councils actions.

2.0 Background

2.1 At its meeting on 28th November 2019 the Council agreed the following motion

‘This Council recognises that the planet and all its inhabitants are facing a climate emergency, including Burntwood and its residents. Along with national Governments and many other local authorities, we commit to promoting and supporting actions across our town to mitigate the impacts of climate change and considering the implications of our Council decisions on climate change.’

3.0 Environment Plan

3.1 The Plan attached as Appendix 1 is designed to mitigate against the direct impact of the Town Council's current activities in respect of climate change. The main issues relate to the management of the Old Mining College and Burntwood Cemetery. The Plan sets out a range of mitigation measures to enable the Town Council to begin to fulfill its climate emergency commitment.

3.2 To ensure future decisions by the Town Council are made in the knowledge of any environmental implications it is recommended that all reports to the Council or its committees now include a paragraph on the environmental context to any issues being addressed.

4.0 Legal Requirements

4.1 Although parish and town councils do not have a legal duty to address environmental issues local communities are increasingly using the powers available to them, such as the General Power of Competency, to bring forward actions to address environment concerns.

5.0 Financial Considerations

5.1 The proposed Environment Plan provides a framework for future actions. It does contain any costed proposals. Any proposals will need to follow the normal budgetary processes to secure the allocation of funding and the Councils approval to proceed.

6.0 Conclusion

6.1 The Environment Plan before the Council is a first step in addressing climate emergency concerns. Many of the actions in the Plan are targeted at mitigating the impact of existing activities but provision is also made to address future concerns.

7.0 Recommendation

7.1 The Council is recommended to

- i) adopt the Environment Plan as set out in Appendix 1, and
- ii) require all future reports to Council and its supporting committees to include a specific paragraph outlining the environmental implications of any planned actions.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

Appendix 1

Burntwood Town Council

Environment Policy

1.0 Aim

1.1 At its meeting on 8th January 2020 Burntwood Town Council formally recognised the current climate emergency and made the following commitment:

“This Council recognises that the planet and all its inhabitants are facing a climate emergency, including Burntwood and its residents. Along with national Governments and many other local authorities, we commit to promoting and supporting actions across our town to mitigate the impacts of climate change and considering the implications of our Council decisions on climate change”

2.0 Environment Policy

2.1 This Policy sets out a range of actions that Town Council will undertake to directly mitigate the environmental impact of its own actions and to influence the actions of residents, local businesses and public services working in Burntwood. The key areas of are in respect of:

- Decision making. The Town Council will ensure its councillors are fully aware of the relevant environmental issues so that they can have an opportunity consider the environmental implications of proposed policies and projects
- Management of premises. The Town Council will seek to reduce the carbon emissions resulting from its use of the Old Mining College and any other buildings in the future. Particular attention will be given to in the short term to considering the use of electricity only from renewable sources, increased building insulation and reduced waste. With regard to buildings outside of the Town Council's direct control the Council will seek to work with other agencies and organisations to promote best practice and provide information on funding opportunities available to local residents and businesses to carry out environmental mitigation measures
- Management of Land. The Town Council will ensure that the management of Burntwood Cemetery, Coulter Lane Burial Ground and any other public space in the future will where possible follow best environmental practice using products and practices that minimise any impact on the environment
- Procurement. The Town Council whilst maintaining its commitment to secure good value in respect of the expenditure it undertakes on behalf of the community will also use its procurement processes to ensure that the environmental impact of the contracts that it awards is also taken into account
- New development. As a consultee in the planning process the Town Council will seek to ensure that, where appropriate, planning applications are supported by a

sustainability statement. It will also seek to prioritise the Community Investment Levy to support public transport, cycling and walking schemes that reduce carbon omissions

2.2 The specific actions that the Town Council will undertake are set out in Table 1.

3.0 Monitoring and Evaluation

3.1 The Town Council will monitor and evaluate progress in implementing its Environment Policy the production of quarterly monitoring reports to be reviewed by the Overview and Scrutiny Committee. At the end of each municipal year a detailed report evaluating progress and outlining actions for the coming year will be submitted to the Planning and development Committee.

Table 1 Burntwood Town Council

Environment Policy Action Plan 2021 to 2023

Policy Area	Proposed Action	Planned Timescale	Estimated Cost	Progress
Decision Making	Raise awareness of councillors of environmental issues by proving briefing notes and presentations from specialists	Start May 2021 onwards		
	Amend format of committee reports to include a specific heading for discussing 'environmental impacts' of policies and plans	May 2021		
	Engage with other agencies and organisations to share good practice i.e. continued membership of the Cooperative Councils Innovations Network	Ongoing		
	Provide appropriate councillor and staff training and development	Ongoing		
	Inform Town Council decision making by developing links with interest groups within the community for example young people	May 2021 to September 2021		
Management of Premises	Commission an environmental audit of the current management arrangements to baseline carbon emissions and assess	May 2021 to October 2021		

	the value of potential improvements i.e. switching electrify supply to green supplier and loft insulation			
	Agree an Action Plan to introduce measures to improve the environmental performance of the Old Mining College	December 2021		
	Undertake an environmental audit of any new premises and produce an environmental improvement plan	As and when required		
	Introduce environmental performance as a discussion item at future tenant's meetings	May 2021 onwards		
	Explore the scope to include environmental performance targets in tenants' leases	April 2022 to September 2022		
Management of Land	Commission an environmental audit of the current management arrangements to baseline carbon emissions and assess the value of potential improvements i.e. composting of green waste and use of chemicals	May 2021 to October 2021		
	Agree an Action Plan to introduce measures to improve the environmental performance of the Town Council's land management	December 2020		
	Undertake an environmental audit of any new sites it takes on and produce an environmental improvement plan	As and when required		

Procurement	All contracts will have the potential to include environmental improvement targets where appropriate	May 2021 onwards		
	The Town Council will where practicable avoid buying products that have poor environmental performance ratings	May 2021		
New Development	The Town Council as part of its consideration of planning applications will check that where required a fully detailed sustainability plan is provided. If not, it will consider making an objection to the proposed development.	May 2021		
	The Town Council will develop a town strategy for the allocation of CIL to prioritise the allocation of funding on public transport, cycleway and footpath schemes	June 2021		