



The Old Mining College Centre
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Chasetown
BURNTWOOD WS7 4QH

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www.burntwood-tc.gov.uk

Our Ref: GH/JM

18 November 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 26 November 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: 822 8139 8898; Passcode: 107636]. If you have any queries, please contact the Town Clerk [graham.hunt@burntwood-tc.gov.uk].

Yours sincerely

Graham Hunt
Town Clerk

COMMUNITY SPEED WATCH

Members to receive a presentation by Mrs Janet Taylor, Area Community Speedwatch Team Leader, Chasetown and Hammerwich.

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 20 October 2020 [Minute Nos. 47-53] **[ENCLOSURE NO. 1].**

4. CHAIRMAN'S REPORT

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

5. A PPROVAL OF PAYMENTS FROM 16 OCTOBER TO 15 NOVEMBER 2020

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

6. DRAFT COUNCIL BUDGET 2021-22

Town Councillors are invited to comment on the draft budget **[ENCLOSURE NO. 3, APPENDIX 1 AND APPENDIX 2]**

7. BETTER BURNTWOOD FUND [ENCLOSURE NO. 4, APPENDIX 1 AND APPENDIX 2]

The Town Council is recommended to:

- i. Approve application numbers 1, 2 and 4-8 Small Grants Scheme as set out in Appendix 1.
- ii. Defer application number 3 in the Small Grants Scheme to allow the applicant to provide more information.
- iii. Refuse application numbers 1,5,6,7 and 9 in the Large Grants Scheme as set out in Appendix 2
- iv. Defer application numbers 3,4,8 and 10-12 in the Large Grants Scheme to enable further discussions to take place with the applicants.
- v. Request the Town Clerk to provide a progress report on the deferred applications to the December Council Meeting.

8. CORONAVIRUS CONTINGENCY PLAN UPDATE

This report is for information only and does not require the Council to make a decision **[ENCLOSURE NO. 5]**

9. 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.

10. GAS AND ELECTRICITY SUPPLY TO THE OLD MINING COLLEGE

The Town Council is recommended to authorise the Town Clerk to sign the proposed contract from Total Gas and Power for a fixed period of 3 years and a rate variation of up to 3% [ENCLOSURE NO. 6 AND APPENDIX 1]

11. STAFFING REVIEW

The Town Council is asked to approve the proposed re-grading for the Administrator [ENCLOSURE NO. 7, APPENDIX 1 AND APPENDIX 2]

PUBLIC FORUM

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

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

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

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

**MINUTES OF A VIRTUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD ON TUESDAY 20 OCTOBER 2020 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

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

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

Marvin Shortman, Community Support Worker, Mental Health Crisis Team

Five members of the public

SUICIDE AWARENESS

The Chairman welcomed Mr Marvin Shortman who is a Community Support Worker for the Mental Health Crisis Team and a Staff Governor to the meeting. He has been employed by the trust for ten years and has worked in an inpatient setting and community-based setting.

The aim of the presentation was to provide information for local Councillors on support for residents with mental health issues and mental illness.

Mr Shortman stated that an Access team provides a single point of contact for all the Trust's adult mental health services, including people with dementia. The team provide advice and guidance to individuals, carers and partners. It has the ability to book straight into one of the improved pathway teams to minimise duplication and ensure individuals are supported by the right person, at the right time and in the right place.

Mr Shortman said that he had also included slides on CASS and Step On. CASS's Living Well with Dementia initiative is specifically designed to meet the needs of carers of people living with dementia in Staffordshire. The Step On team, cover the whole of Staffordshire and Stoke on Trent to enable individuals who have or had a mental health diagnosis to gain and retain the type of paid work they choose to have.

Mr Shortman explained that the Zero Suicide Alliance [ZSA] is a collaboration of National Health Service trusts, charities, businesses and individuals who are all committed to suicide prevention. The ZSA is ultimately concerned with improving support for people contemplating suicide by raising awareness of, and promoting, free suicide prevention training which is accessible to all. There are two levels of training:

- Gateway Training that gives those who are interested a taster of how to approach someone who is struggling and takes about 10 minutes.
- Advanced training that takes around 25 minutes to complete and gives you the skills and awareness to recognise when someone may be contemplating taking their own life.

Mr Shortman suggested that it may be useful for Members to undertake the 25-minute training.

Councillor Woodward thanked Mr Shortman for the excellent presentation as she felt that it was important for us all to be aware of mental health needs in our communities. She stated that she was

receiving more enquiries from residents and in our role as community leaders it was important to signpost them to the right people.

Councillor D Ennis stated that he did not know what sought of services were available before the presentation and asked if there was a bigger increase in referrals over the last few months. Mr Shortman advised that during the first lockdown cases had shrunk to three however cases had gone off the scale now and he referred to the Silver Line helpline for older people.

Councillor Birch referred to an app called "Hub of Hope". The Hub of Hope is the country's first nationwide mental health database which brings help and support together in one place. The app will help people to find much needed support using their phone's location to find key services and organisations.

Mr Shortman then answered a number of questions from Members before the Chairman thanked him for his presentation.

PUBLIC FORUM

The Chairman welcomed Ms Michelle Arnott, representing Burntwood Diggers to the meeting, and explained that Ms Arnott would have up to three minutes and can raise more than one issue should she so wish.

Ms Arnott explained that she wanted to promote and create community growing spaces and an allotment site within Burntwood which would be inclusive, diverse, helping to connect people from all backgrounds and to promote better health and wellbeing. Ms Arnott stated that Lichfield have a lot of allotment sites, however, there are long waiting lists, and it would be nice to have a Burntwood Town Council owned allotment site. Ms Arnott referred to her Facebook page entitled Burntwood Allotment Interest Group.

Ms Arnott also made reference to the Town Council legal obligations under the provisions of Section 23[2] of the Small Holdings and Allotments Act 1908 where the "allotment authority" must undertake an assessment of the existing allotments and make good any shortfall in response to demand from local residents. The trigger for this legislation to come into play is a request from six electors for the "allotment authority" to provide them with an allotment.

Councillor Woodward stated that she was grateful for the passion that Ms Arnott brings as people have come to value their gardens and allotments during the Covid-19 lockdown and acknowledged the legal obligation that the Town Council has to undertake an assessment of allotment provision once a request under the Small Holdings and Allotments Act 1908 has been made.

47. APOLOGIES FOR ABSENCE

Councillor Banevicius, Bishop, Kirkham and Taylor [Dispensation].

48. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Flanagan declared a non-pecuniary interest in Agenda Item 7 - Community request for an Assessment of Allotment Provision within Burntwood as his wife is a Trustee on Burntwood Diggers.

Councillor Loughbrough Rudd declared a non-pecuniary interest in Agenda Item 7 - Community request for an Assessment of Allotment Provision within Burntwood as he has asked to be a Trustee on Burntwood Diggers.

49. MINUTES

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.

Councillor Norman referred to video streaming meetings and suggested that the Town Council meetings would be better for the public to view on YouTube.

Councillor Woodward felt that some of the minutes did not reflect the favour of the debate.

She then clarified:

- i. Councillor Place had not been consulted on the additional Council meeting dates because proposals now came direct to the Full Council [Minute No. 40].
- ii. The Minute could read that only Councillor Place was concerned about the health risk of public gatherings. This was not the case as all Members supported the cancellation of the planning Christmas events [Minute No. 42].
- iii. That her remark about the previous administration's spending focus referred specifically on the events budget [Minute No. 44] and was not a general criticism.
- iv. The options outlined in the Staffordshire County Council presentation on public realm works at Sankey's Corner were indicative and no funding had yet been allocated for the project.

Councillor Birch also referred to Minute No. 40 - Council Meetings and stated that even though there were dates on the Calendar of Meetings for the Planning and Development Committee these meetings were unlikely to take place due to Covid-19 restrictions.

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 24 September 2020 [Minute Nos. 35-46] be received and where necessary approved and adopted.

50. CHAIRMAN'S REPORT

Councillor Evans referred to Remembrance Sunday. She confirmed that unfortunately the normal ceremonies of wreath laying and services across the town would not be held this year. However, she felt that it was vitally important we continue to show respect to those who sacrificed their lives for us. She confirmed that Councillor Birch, as Vice-Chairman, would be laying a wreath at Burntwood Memorial and the burial ground at Coulter Lane; Councillor D Ennis, as Deputy Leader, would be laying a wreath at the memorial in Chasetown and as Chairman she would be laying a wreath at St John's Community Church in Chase Terrace. She

also confirmed that County Councillor Woodward would be laying a wreath at St John's Community Church.

Councillor Evans referred to the foodbank and the Burntwood be a Friend initiative and in particular to an email received showing appreciation regarding food collection via Morrisons. She referred to local businesses and asked residents to continue to use local shops if possible, during this difficult time.

Councillor Evans referred to the Town Deal Meetings, which include representatives from both Staffordshire County Council and Lichfield District Council and confirmed that these meetings were still taking place.

Councillor Tapper confirmed that the Conservative Party would also be laying a wreath.

51. APPROVAL OF PAYMENTS FROM 16 SEPTEMBER TO 15 OCTOBER 2020

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

RESOLVED That the payments from 16 September to 15 October 2020 in the sum of £17,950.17 be approved.

52. BUDGET VARIATION

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

RESOLVED That approval be given for the virement of £4,709 from the public conveniences budget [cost centre 204] to offset the current deficit.

53. COMMUNITY REQUEST FOR AN ASSESSMENT OF ALLOTMENT PROVISION WITHIN BURNTWOOD

Councillor R Place stated that the Conservative Group supports the provision of an allotment and acknowledges the Town Council's legal obligations.

Councillor Tapper stated that there was widespread support for this initiative and asked about the timetable. The Town Clerk explained that the timescale suggested takes account of other staff commitments and due to this being the first time the Town Council has received a request for allotments for many years. Consequently, the process of identifying a suitable site, securing the land and establishing an allotment will need to start from scratch. It is envisaged that this could take a minimum of two to three years.

If a large site needs to be purchased it will have a significant impact on the precept. Mr Hunt confirmed at the moment there is no provision in the budget for allotments. Members felt that the Overview and Scrutiny Committee look at the detailed process and that the Planning Advisory Group was responsible for considering the planning issues of any proposed site.

Councillor Woodward stated that she was pleased to see unanimous support on moving forward with allotments for the town. She explained that it may not happen overnight, but we have taken an important step forward. This will be a long process, with lots of hurdles and budgetary provision will need to be made.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a vote, 15 for [Councillors Flanagan and Loughbrough Rudd did not vote because they had declared a non-pecuniary interest], it was

RESOLVED That authorisation be given to the Town Clerk to undertake an assessment of allotment provision and that the process would be scrutinised by the Overview and Scrutiny Committee.

[The Meeting closed at 7.00 pm]

Signed

Date

Resource Pack

The aim of this meeting is to provide information for local councillors on support for residents with mental health issues and mental illness.

The impact Covid may have had on local residents and three issues that may well impact on local residents going forward.

Loneliness

Unemployment

Bereavement

Pre existing Mental illness



Mental health' and 'mental illness' are increasingly being used as if they mean the same thing, but they do not. Everyone has mental health, just like everyone has health. As the World Health Organization famously says, "There is no health without mental health." In the course of a lifetime, not all people will experience a mental illness, but everyone will struggle or have a challenge with their mental well-being (i.e., their mental health) just like we all have challenges with our physical well-being from time to time.

When we talk about mental health, we're talking about our mental well-being: our emotions, our thoughts and feelings, our ability to solve problems and overcome difficulties, our social connections, and our understanding of the world around us.

A mental illness is an illness that affects the way people think, feel, behave, or interact with others. There are many different mental illnesses, and they have different symptoms that impact people's lives in different ways.

Staffordshire Resource pack



- <https://www.zerosuicidealliance.com>
- Who we are
- The Zero Suicide Alliance (ZSA) is a collaboration of National Health Service trusts, charities, businesses and individuals who are all committed to suicide prevention in the UK and beyond. We are an alliance of people and organisations coming together around one basic principle:
- Suicide is preventable

The ZSA is ultimately concerned with improving support for people contemplating suicide by raising awareness of, and promoting, FREE suicide prevention training which is accessible to all. There are two levels to our training:

- Gateway Training that gives those who are interested a taster of how to approach someone who is struggling and takes about 10 minutes.
- Advanced training that takes around 25 minutes to complete and gives you the skills and awareness to recognise when someone may be contemplating taking their own life.



An Access team provides a single point of contact for all the Trust's adult mental health services, including people with dementia. The team provide advice and guidance to individuals, carers and partners, and the ability to book straight into one of our improved pathway teams to minimise duplication and ensure individuals are supported by the right person, at the right time and in the right place.

Pathway teams, established in line with the nationally developed Mental Health Care Clusters, replace Community Mental Health Teams (CMHTs) by operating a 'hub and spoke' model of service delivery. This model ensures both equity of provision and maintains a local focus across our geographic region.

South Staffordshire Access Team
Telephone: 0808 196 3002

Email: access.staffordshire@mpft.nhs.uk

Step On - Staffordshire mental health employment service

The Step On team, cover the whole of Staffordshire and Stoke on Trent, to enable individuals who have or had a mental health diagnosis to gain and retain the type of paid work they choose to have.

This is called Individual Placement and Support (IPS) and is a model used in mental health to deliver an effective, evidence based service. The team have bases within the mental health community hubs, in the areas of Newcastle-under-Lyme, Staffordshire Moorlands, Stoke-on-Trent, Stafford, Cannock, Lichfield, Burton and Tamworth.

We will allocate you one of our Mental Health Employment Advisors who will arrange an initial meeting with you and your mental health care professional, at a location in the community of your choice, somewhere you feel safe and comfortable. At the meeting we will work together to discuss your employment needs and find out about your current circumstances. We will agree an initial action plan and work together to support you to overcome employment barriers and achieve your goals.

The IPS Principles

Our service is open to all those who want to work

It aims to find people meaningful employment

We try to find jobs consistent with people's preferences

We work quickly, but also at your own pace

Employment advisors develop relationships with employers based upon a person's work preferences

We provide time unlimited, individualised support for the person and their employer

We offer support with benefits and have good relationships with the Job Centre Plus

We work within community mental health teams



CASS The Carers Association
CASS ADVICE LINE
Call us on 01785 606675 (Mon – Fri 9am-5pm).



The Carer's Cafes are monthly social groups open to carers, where they are guaranteed a warm and friendly welcome, opportunities to share experiences, swap tips on caring and have time to talk and make new friends with other carers in the area, refreshments are provided.



Skilled CASS information workers are on hand to provide free and confidential one to one advice and opportunities to discuss any issues that carers may have.

Carers are able to bring along the person they care for as long as they can support the person's needs.

No need to book, just turn up!

Groups are free to attend for all - donations are welcome which help cover the monthly cost of running these groups.

Please see the CASS in the Community poster below for the Carers Café locations and times for the coming month.

Penkridge – meetings are held on the last Monday of every month 10.30am – 12.30pm
Haling Dene Centre, Penkridge ST19 5DT
Free parking is available

Tamworth – meetings are held on the 2nd Monday of each month 10.30am – 12.30pm
At the premises of Age UK, Cygnet Drive, Tamworth B79 9RU
Free parking is available – spaces may be limited

Wombourne – meetings are held on the 2nd Wednesday of the month 10.30am – 12.30pm
The Brook Room, Wombourne Civic Centre WV5 9HA
Free parking is available

For any queries please call our CASS Café Co-ordinator on 07740418643 or for the Wombourne café our Caring Communities Link Worker on 07918603929.

Alternatively contact a member of the CASS team at our office on 01785 222365 or email enquiries@carersinformation.org.uk



Burntwood – meetings are held on the third Thursday of every month.
11am to 1pm.
The Scouts Hut, Ironside Road, Chase Terrace, Burntwood, WS7 1LL
Free parking is available

Burton – meetings are held on the third Wednesday of every month.
11am to 1pm.
Burton Library, Riverside, Burton DE14 1AH
Limited paid parking is available

Cannock – meetings are held on the first Thursday of every month.
11am to 1pm.
St Luke's Church Hall, Church Street, Cannock, WS11 1DE
Free parking is available – automatic barrier entry

South Staffs – meetings are held on the fourth Tuesday of every month.
11am to 1pm.
Codsall Village Hall, Wolverhampton Road, Codsall, WV8 1PW
Free parking is available

Stafford – meetings are held on the first Wednesday of every month.
11am to 1pm.
St Bertelin's Church Hall, Holmcroft Road, Stafford, ST16 1JB
Free parking is available

For any queries on Living Well with Dementia Groups, please contact our Living Well with Dementia worker on 07740418650.
Alternatively contact a member of the CASS team at our office on 01785 222365 or email enquiries@carersinformation.org.uk

CASS's Living Well with Dementia initiative is specifically designed to meet the needs of carers of people living with dementia in Staffordshire.

Carers are supported to look after their own needs and to make a positive difference to their own lives.

Carers will be provided with information to help them build up resilience and reduce the negative impacts of caring.

Skilled CASS information workers are on hand to provide free and confidential one to one advice and opportunities to discuss any issues that carers may have.

What you can expect at a Living Well with Dementia Group:

- A friendly welcome on arrival
- Opportunity to get to know others and share experiences
- Bite-sized information sessions, including independent speakers on relevant subjects
- Refreshments
- Time to socialise, make new friends and talk on a one to one basis with professionals
- Entertainment, quiz or an activity and a raffle.



No need to book, just turn up!

Groups are free to attend for all - donations are welcome which help cover the costs running these groups.



Helpline:
0808 808
1677

Coping with grief ;
Is this normal?

I'm so angry with everyone. I feel anxious all the time. I feel nothing at all.

The many different aspects of grief can come as a shock - at Cruse people often tell us that they feel like they're going mad, and one of the biggest questions people have is 'Is this normal?'

During the global coronavirus pandemic we are facing a tragic loss of life, often under very difficult circumstances. Being bereaved can be a lonely time, and isolation due to the current situation can make it more difficult.

We are here to support you with information and advice.

<https://www.cruse.org.uk/>



The Silver Line Helpline

The Silver Line operates the only confidential, free helpline for older people across the UK that's open 24 hours a day, seven days a week, 365 days of the year. Call anytime on 0800 4 70 80 90.

The Silver Line operates the only confidential, free helpline for older people across the UK that's open 24 hours a day, seven days a week, 365 days of the year.

We also offer telephone friendship where we match volunteers with older people based on their interests, facilitated group calls, and help to connect people with local services in their area.

<https://www.thesilverline.org.uk/>

SCHEDULE OF PAYMENTS

ENCLOSURE NO. 2

Burntwood Town Council

26th November 2020

Draft Council Budget 2021-22

1.0 Purpose of the Report

1.1 This report sets out the first draft of the Town Council's budget for the next financial year 2021-22 and invites comments from Town Councillors

2.0 Background

2.1 The draft budget accompanying this report is the first version following exploratory talks between the respective leaderships of the Administration and the Opposition. It follows the process introduced last year to provide members with an opportunity to contribute to budget.

2.2 Following the discussions at this meeting the budget, will be amended where required and finalised. The final version of the budget will then be submitted to the Council Meeting on 13th January 2021 for approval. This will enable the Town Council to submit an approved budget to the precept billing authority (Lichfield District Council) by the deadline of 22nd January 2021.

3.0 Draft 2021-22 Budget

3.1 The draft budget set out in Appendix 1 is based on three assumptions:

- To help offset the economic impact of the Covid 19 Emergency the precept will not be increased
- An expected inflation rate of 2% will be absorbed within the existing budget
- Budgetary provision will have to be made to support the decision at the October Council Meeting to undertake an assessment of existing allotment provision in the town

3.2 The estimated inflation rate of 2% is consistent with the rate being used by other local authorities. In respect of non-staff costs this could equate to around £5,500 (staff cost increases have already been included in the budget). All expenditure will be scrutinized with a view of securing a minimum 2% reduction wherever possible.

3.3 Although the assessment of allotment provision can be undertaken by the officers of the Town Council any potential land purchase will need to be supported by an independent valuation to ensure value for money. It is proposed to set up a new cost code for allotments with an initial allocation of £5,000 to cover this cost.

3.4 The main risk to the budget is further tenants handing back their leases. In the worst-case scenario where all tenants had vacated their units 1st April 2021 and all the units remained vacant for the entire year the loss of income would be £27, 378. There is sufficient funding in the general reserve to cover this loss along with any shortfall in the cost savings referred to paragraph 3.2 above.

4.0 Legal Requirements

4.1 The Town Council is required under the provisions of the Local Government Act 1972 (Sec 151) to ".....make arrangements for the proper administration of their financial affairs..." and

by the Local Government Act 2000 to ensure the "...the Full Council to approve the council's budget and council tax demand. This report forms part of those arrangements which are designed to ensure that the Council starts the year with a balanced budget and can respond during the year to any budget variations.

5.0 Financial Context

5.1 The general reserve currently stands at £101,164 and is more than enough to cover any loss of income from rents and service charges or failure to reduce non staff related costs by 2%.

5.2 At the District level, to take account of the likely ongoing impact of the pandemic, the District Council has assumed a 30% increase in working age claimants of Local Council Tax Support as a central scenario. This increase in a 'discount' will reduce the Council Tax base. The draft budget takes account of this predicted reduction.

6.0 Conclusion

6.1 The Town Council's financial position is such that it can forgo an increase in the precept if it chooses to do so. Provision in the draft budget has also been for the new commitment in respect of allotment provision. There is sufficient funding in the general reserve to cover any reduction in expected income or failure to make savings.

7.0 Recommendation

7.1 The Town Councillors are invited to comment on the draft budget.

Officer Contact

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

BURNTWOOD TOWN COUNCIL - DRAFT BUDGET FOR 2021-22 (VERSION 4 - 11 NOVEMBER 2020)

		<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2021-22</u>	
		<u>Actual</u>	<u>Actual, Apr-Aug</u>	<u>Approved Budget</u>	<u>Budget</u>	
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)						
100 Corporate						
1176	Precept	318,690	349,016	349,016	344,734	Band D Council Tax kept same. Precept 1.2% lower due to tax base decrease.
1199	CCLA interest	4,953	1,813	4,700	3,200	Reduction in rates and dividends already being seen
1205	Bank account interest	165	0	200	50	Reduction in expected rate
1206	CIL money (Has to be earmarked)	3,685	7,485	0	0	
1207	Additional miscellaneous funding	0	0	0	0	
Total	Corporate Income	327,493	358,314	353,916	347,984	
104 Old Mining College Centre						
1070	Unit rents	32,609	8,510	32,610	13,300	Based on occupation of Units 1-4, 7-8 only
1071	Unit service charges	21,012	5,755	21,015	10,478	Based on occupation of Units 1-4, 7-8 only
1072	Room hire	12,764	90	11,330	3,600	Assume BLAH will hire RBR (but lower monthly bill) and not IT Suite
1074	Unit cleaning	318	66	0	0	Units to arrange their own cleaning now
1025	Sundry income (incl. recharges for PA Testing, locking up etc.)	810	85	400	100	
Total	OMCC income	67,514	14,506	65,355	27,478	
4019	Employee expenses - Caretaker	11,654	4,760	12,137	12,387	2% National Pay Award assumed
4022	NNDR Rates	7,488	7,610	7,713	7,610	
4023	Water rates	1,534	797	1,706	1,706	
4055	Energy (Gas & electric)	14,167	2,405	13,390	13,390	
4040	Cleaning contract	5,033	1,159	5,052	5,052	
4041	Locking/ unlocking	1,981	198	2,400	1,000	Reduction due to caretaker cover & access changes
4056	Building and grounds maintenance (Alarms, lift, pest control etc.)	13,276	6,054	11,900	11,900	
4057	Telephones & Broadband	870	461	1,030	950	Reduced due to new contract from December
4058	IT Suite (to include Computers, Network, Software etc.)	0	495	500	500	
4180	Professional fees	1,500	450	1,700	1,700	
4221	Insurance premiums (Lift inspection contract only)	112	0	0	112	
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	3,044	1,324	6,000	5,000	Reduction due to fewer occupied units & room hirers
Total	OMCC expenditure	60,658	25,713	63,528	61,307	
105 Transport						
4064	Members travel costs	0	0	50	50	

BURNTWOOD TOWN COUNCIL - DRAFT BUDGET FOR 2021-22 (VERSION 4 - 11 NOVEMBER 2020)

		<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2021-22</u>	
		<u>Actual</u>	<u>Actual, Apr-Aug</u>	<u>Approved Budget</u>	<u>Budget</u>	
107 Supplies and Services, BTC						
1025 Sundry income		5	0	0	0	
4019 Employee expenses - all staff except caretaker & cemetery gatekeeper		140,201	49,559	155,560	128,500	2% National Pay Award assumed. Other adjustments incl DSM post removed.
4060 Employees car mileage (Taken out of staff costs for 20-21)		Included above	167	Included above	Included above	
4057 Telephones & Broadband		3,756	1,180	3,800	2,800	Reduced due to new contract arranged from December
4120 Postage		494	0	200	200	
4125 Franking machine		1,079	925	1,500	1,500	
4139 Computers and other office equipment		7,468	4,922	4,000	7,000	Higher monthly support cost
4140 Website		450	575	1,500	1,500	
4165 Advertising (ATM and other adverts)		0	0	1,250	500	
4166 Newsletter (Town Trader)		1,440	170	1,480	1,480	
4211 Office expenses (to include stationery, photocopier etc.)		2,150	191	3,710	2,000	Reduction in use
4212 Training & conferences		2,673	0	3,000	3,000	
4170 Subscriptions		275	0	500	500	
4180 Professional fees		1,860	1,270	1,200	1,300	Additional employment advice
4220 Bank charges		287	68	350	350	
4221 Insurance premiums		3,489	3,592	3,600	3,600	
4234 Audit		1,439	0	1,600	1,600	
4059 Other supplies and services		530	120	1,900	1,000	Reduction in use
Total	BTC supplies & services expenditure	167,590	62,739	185,150	156,830	
201 Street Lighting						
4055 Energy		423	0	736	736	
4241 Maintenance		3,371	0	410	410	
4242 Replacement (NEW CODE FOR 20-21)		0	0	1,500	1,500	
202 Bus Shelters						
1025 Sundry income		0	3,095	0	0	
4241 Maintenance		1,674	0	4,120	4,120	
4242 Replacement (NEW CODE FOR 20-21)		0	0	0	0	
203 Christmas Lights and Trees						
4261 Churches and community venues		0	0	0	0	
4260 General expenses		1,661	12	2,500	2,500	Assume static displays to continue as previously
204 Public Conveniences						
4241 Maintenance, cleaning etc.		N/A	N/A	20,000	20,000	

BURNTWOOD TOWN COUNCIL - DRAFT BUDGET FOR 2021-22 (VERSION 4 - 11 NOVEMBER 2020)

		<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2021-22</u>	
		<u>Actual</u>	<u>Actual, Apr-Aug</u>	<u>Approved Budget</u>	<u>Budget</u>	
205 Traffic Islands						
1030	Traffic Islands: Sponsorship	8,158	8,158	8,158	8,158	
4304	Signage	132	0	500	500	
4306	NNDR: Traffic Islands	682	312	850	312	Rates currently assumed to be as for 20-21
4241	Maintenance (to include grass cutting, bedding plants etc.)	6,576	0	7,420	7,420	
206 Hanging Baskets & Planters						
4241	Maintenance	1,688	55	1,600	1,600	
207 Flagpole						
4241	Maintenance	95	0	110	110	
209 Coulter Lane Burial Ground						
4241	Maintenance	1,719	0	3,330	3,330	
211 Burntwood Town Strategy						
4754	BTS projects	30	0	25,750	20,984	Deduct £4,766 to balance current draft budget
213 Events Committee						
1090	Wakes: Pitch fees	624	20	0	0	
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	1,000	0	0	0	
1102	Play in the Parks	500	0	0	0	
1101	Christmas: Pitch fees	78	0	0	0	
1103	Christmas: Other income (to include grant aid, sponsorship, sundry)	0	0	0	0	
Total	Events income	2,202	20	0	0	
4690	Events (Code previously used for budget only)	N/A	N/A	N/A	N/A	
4262	Christmas event - all expenditure	5,862	0	4,000	4,000	
4390	Wakes - all expenditure	13,694	944	15,000	15,000	Budget as originally for 20-21
4761	Play in the Parks	5,504	0	7,000	7,000	Budget as originally for 20-21
4399	Other events expenditure	32	0	0	0	
Total	Events expenditure	25,092	944	26,000	26,000	
214 Community Projects						
1025	Sundry income (incl. defibrillator sponsorship & speed sign funding)	0	0	0	0	
4764	Other Community Projects (incl. defibrillators & speed indic. devices)	1,650	0	2,000	2,000	
215 SCAMP						
4550	SCAMP: Maintenance	0	0	155	155	
4551	SCAMP: Insurance	0	0	390	390	

BURNTWOOD TOWN COUNCIL - DRAFT BUDGET FOR 2021-22 (VERSION 4 - 11 NOVEMBER 2020)

		<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2021-22</u>	
		<u>Actual</u>	<u>Actual, Apr-Aug</u>	<u>Approved Budget</u>	<u>Budget</u>	
216 Neighbourhood Plan						
1025 Sundry income		0	0	0	0	
4728 Neighbourhood Plan expenditure		1,750	0	2,500	2,500	
301 Civic Expenses						
1062 Fundraising (to be earmarked)		350	0	0	0	
1025 Sundry income		0	0	0	0	
4360 Chairman's Expenses		96	0	500	100	
4368 Fundraising expenditure (Donations & distribution of funds raised)		1,460	0	100	100	
4361 General expenses		153	0	1,000	500	
302 Grant Aid & Better Burntwood Fund						
1020 External grants received		0	5,000	0	0	
4760 Stephen Sutton Bursary (previously under 214 Community Projects)		1,941	0	2,000	2,000	
4415 Grant Aid expenditure		14,431	0	25,000	25,000	
4416 Better Burntwood expenditure (previously 4765/214 Community Support funding)		3,000	3,000	part of above	part of above	
4417 External grant expenditure (NEW CODE FOR 20-21)		0	5,000	0	0	
310 Election Expenses						
4701 Election expenses		0	0	10,000	10,000	Continue provision for future elections
401 Burntwood Cemetery						
1000 Burial fees/ licences		21,123	11,881	27,200	27,200	
1001 Memorial plaques		560	0	250	100	
4019 Employee expenses - Cemetery gatekeeper		1,845	771	1,795	1,943	5% increase in National Living Wage assumed for April 2021
4810 Grave digging		4,760	2,060	5,440	5,440	
4820 NNDR: Burntwood Cemetery		1,400	1,422	1,450	1,450	
4864 Grounds maintenance		13,120	1,900	11,100	11,100	
4863 Other maintenance and services (to include gritting, skips etc.)		2,670	1,103	4,800	4,800	
4163 General office expenses (e.g. plaque engraving, ICCM)		675	95	450	450	
Total	Cemetery expenditure	24,469	7,351	25,035	25,183	
404 Church Street car park						
4870 All maintenance & services		N/A	35	N/A	50	Budget provision added

BURNTWOOD TOWN COUNCIL - DRAFT BUDGET FOR 2021-22 (VERSION 4 - 11 NOVEMBER 2020)

		<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2021-22</u>	
		<u>Actual</u>	<u>Actual, Apr-Aug</u>	<u>Approved Budget</u>	<u>Budget</u>	
501 Capital Expenditure						
4901	OMCC refurbishment works	70,023	2,917	40,000	35,233	Deduct £4,767 to balance current draft budget
4666	Capital works (any other)	0	0	0	0	
	TOTAL INCOME	427,405	400,974	454,879	410,920	
	TOTAL EXPENDITURE	390,363	108,077	452,234	410,920	
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	37,042	292,897	2,645	0	

Burntwood

Entering a Council Tax Band D to Set a Precept: Council tax unchanged

	2020/21	2021/22	Change	
			£	%
Band D Council Tax	£40.90	£40.90	£0.00	0.00%
Council Tax Base	8,533.4	8,428.7	(104.7)	(1.23%)
Gross Precept	£349,016.00	£344,733.83	(£4,282.17)	(1.23%)

Burntwood Town Council

Thursday 26th November 2020

Better Burntwood Fund

1.0 Purpose of the Report

1.1 The purpose of the report is to inform the Council of the applications that have been received and to make recommendations on whether an application should be approved.

2.0 Background

2.1 The Town Council has run a community grants scheme for several years. At its meeting on 2nd December 2019 the Town Council decided to re-design the scheme so it could be used to help build capacity and resilience in the community over the coming years. Renamed the Better Burntwood Fund the scheme will now provide support in several ways:

- Funding of up to £500 for local groups wishing to provide activities and support for their community
- Funding of up to £3000 for third sector organisations that provide services to the local community at the early help stage
- Funding to address emergency household needs
- Educational bursaries

2.2 In view of the ongoing Covid 19 pandemic an additional consideration has been added this year giving priority to applications that address the impact of Covid 19 on services and community activities.

2.3 This report only relates to applications submitted to the Small and Large Grants schemes. The Town Council requested that young people should be consulted regarding the Stephen Sutton Bursary, but this has not been possible because of Covid 19. A separate report on the emergency household fund will be submitted to the Council at the end of the financial year.

3.0 Small Grants Scheme

3.1 This year £5,000 was allocated to the Small Grants Scheme. The Town Council received 8 applications for this grant (plus 1 referred from the Large Grants Scheme). The applications have been submitted by a range of local community organisations as shown in Appendix 1. Over half of these applications had not applied for a grant in the last 3 years.

3.2 Actions to address the impact of Covid 19 figure prominently in the applications. Except for 1 application they all meet the eligibility criteria and total £3,409. The application from the Burntwood Community Allotments Group requires further information.

4.0 Large Grants Scheme

4.1 The Town Council received 11 applications (plus an application from the Burntwood Litter Heroes which has been referred to the Small Grants Scheme) with a combined value of £30,022. Most applications have been submitted by organisations who have received previous grants from the Town Council. The revamped scheme has led to some new groups applying for grant aid. This year the Large Grant Scheme has an allocation of £10,000. The applications are summarised in Appendix 2. At present none of the applications are at a point where they could be recommended for approval

- 2 applications are ineligible because they have been submitted by private businesses
- 3 applications relate to core costs (capital works, staff costs, etc.) which are not eligible
- 2 applications contain elements of ineligible expenditure and the application needs to be amended to take those costs out
- 4 applications are eligible but need additional information to enable them to be fully assessed and require further discussion

4.2 As the Large Grant scheme is heavily over subscribed it is unlikely that the Town Council will be able to approve all eligible applications in full. Following further discussions with the relevant applicants a further report will be submitted to the December Council Meeting.

5.0 Financial Considerations

5.1 Sufficient funding is available in the Small Grants Scheme to support the applications received. However, the Large Grants Scheme is oversubscribed. The Town Council will have to decide what applications it wishes to support and how much it will allocate to those applications.

6.0 Legal Context

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

7.0 Conclusion

7.1 Many of the applications that have been submitted reflect the Town Councils priority for actions that seek to address the impact of Covid 19. It is also encouraging to see new groups setting up in response to the pandemic. However, some applicants (particularly applicants for the Large Grant scheme) still appear to see the Town Council as a source of year on year funding. Further information is needed for several of the larger applications.

8.0 Recommendation

8.1 The Town Council is recommended to:

- i) approve application numbers 1, 2 and 4-8 in the Small Grants Scheme as set out in Appendix 1
- ii) defer application number 3 in the Small Grants Scheme to allow the applicant to provide more information
- iii) refuse application numbers 1,5,6,7 and 9 in the Large Grants Scheme as set out in Appendix 2
- iv) defer application numbers 3,4,8 and 10 -12 in the Large Grants Scheme to enable further discussions to take place with the applicants
- v) request the Town Clerk to provide a progress report on the deferred applications to the December Council Meeting.

Contact Officer

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Better Burntwood Fund Matrix

[Funding of up to £ 500]

	Name of Organisation	Purpose of Grant	Amount Sought	Monies received from other sources/ Fundraising Activities	Previous Grants Awarded	Comments	Approved [Including Amount Awarded]
1.	Barons Place - Bromford Housing	To purchase timber, fixings, compost, basic gardening tools and starter seeds/plants	£250	None	None	This application plays nicely into the Better Burntwood agenda and builds in some future community resilience to mitigate against the health and wellbeing impact of Covid 19 or similar pandemics	Approve in full
2.	2 nd Burntwood Brownies	To help purchase pack of equipment for each girl to use during virtual Brownie sessions	£360	Tesco £500 - 2020	None	Proposal addresses the impact of Covid 19	Approve in full
3.	Burntwood Community Allotments	To help establish the group, purchase equipment supplies for raised beds, seeds, soil, wood etc	£500	None	None	This is good in principle but concerns over sustainability of the group and the true extent of community access. Additional information being sought. Need clarity about sustainability of the group and scope for the community to use the allotment	Defer to allow applicants time to provide additional information
4.	Burntwood Litter Heroes	To help towards the purchase of child/adult hi- viz jackets and litter pickers	£500	None	None	As with the Barons Place this application is responding to community interest in outdoor spaces during Covid 19	Approve in full
4.	Burntwood Platinum Amateur Boxing Club	To purchase new items of equipment to assist with classes	£500	Tesco bag fund £500 - April 2020	2019 - £500	The lockdown impacted heavily on the club's finance and reserves had to be used to pay bills. Additional funding is now needed for new equipment.	Approve in full

5.	1 st Burntwood Rainbows	To provide resources for the girls in the new unit which was set up the week lockdown for Covid 19 was put in place	£300	None	None	New group set up just as the lockdown was introduced which restricted opportunities to continue to raise funding. Need funding to continue set up.	Approve in full
6.	Burntwood St Matthews Cricket Club	To help develop a seating area and community garden in a currently overgrown area of the site	£500	None	2019/20 - £500	As with the Barons Place this application is responding to community interest in outdoor spaces during Covid 19	Approve in full
7.	Liberty Jamboree	To help towards running costs for girls with autism group	£499	Staffordshire Councillor £1,775 during Covid-19	None	This proposal provides support for an often-overlooked group (girls with autism). Social distancing has reduced the viability of the sessions. The funding will allow the sessions to continue in full for the next three months	Approve in full
8.	Midland Soccer Academy	To offer additional sessions in conjunction with other local organisations	£500	Funding from County Cllrs Fisher and Woodward towards cost of installing CCTV – not yet received	2017 - £250 2018 - £300	Organisations providing the opportunity for outdoor exercise under the current Covid 19 restrictions are important for community health and wellbeing	Approve in full
	BURNTWOOD BETTER FUND £5,000		£3,909				£3,409

Better Burntwood Fund Matrix

[Funding of between £500 and £3000]

	Name of Organisation	Purpose of Grant	Amount Sought	Monies received from other sources/ Fundraising Activities	Previous Grants Awarded	Comments	Approved [Including Amount Awarded]
1.	Burntwood Be A Friend	To help make a portacabin waiting room functional and fit for purposes at the local foodbank	£610	The Community Fund £2,800 – April 2020, Burntwood Lions Club £500 – April 2020, Hammerwich Parish Council £250 – April 2020, Severn Trent Funding £2,000 – April 2020, Lichfield The Community Fund £1,000 – June 2020	£2,500 – 29/05/2020	This application does not directly address Covid 19 Issues. Most of the proposed items of expenditure could be secured by donation.	Refuse. Talk to Burntwood be a Friend about getting support from local businesses
2.	Burntwood Litter Heroes	To help towards the purchase of child/adult Hi Viz jackets and litter pickers and straight handles	£501.42	None	None	Refer application to be referred to the smaller grant category	Defer to smaller grant category
3.	CASES	Looking for support in growing the volunteer base and training and supporting their volunteers in adapting to new ways of working	£3,000	Lichfield City Council £4,500 – May 2020, National Citizens' Advice Money Advice Service £53,000 – throughout the year	£4,000 – 2019/20 £3,000 – 2018/19 £3,500 – 2017/18	This is probably the most important application. The loss of this service would have a fundamental impact on financially vulnerable local residents. We do need to talk to CAB about how they can sustain their services.	Defer to enable discussions with CASES Trust Board about its sustainability and long-term future

				on a payment by results basis, Mary Slater Charity £16,000 – October 2019, National Citizens Advice for Help to Claim £69,000 – April 2020, Small National Citizens' Advice contracts £15,000 – throughout the year on a payment by results basis, E.S.F. Evolve £70,000 – for the full reporting year 2019/20			
4.	COGS Prepares 4 Life	To help to give emotional and wellbeing support to the vulnerable adults that attend. The funding will be paying for the staff hours which are allocated from seconded staff at Cherry Orchard Garden Services at a rate of £15 per hour. This will help minimise the pressure and mental health of the staff and to reassure them that they will be able to get paid and still have a job after the pandemic has ceased.	£2,000	Received Funding National Lottery Awards for All £5,000 – May 2020, We Love Lichfield £1,000 – November 2019, National Lottery Coronavirus Community Support Fund £5,000 – July 2020, Community Foundation Emergency Grants £703.63 – July 2020, Applied for Funding Disability Action Emergency Trust Fund £9,300 – September 2020,	£1,000 – 2019/20	Although the application does relate to the impact of Covid 19 the scheme is not designed to support staff costs	Defer. Invite the COGS Trust Board to discuss the possibility of funding being made available to pay for the preparation of a business plan designed to secure long term sustainability.

				Southern Staffordshire Energy Fund £2,000 – September 2020, The Fore's Raft Transition Fund £14,387.34 – September 2020			
5.	Emmanuel Burntwood Foodbank	To help towards the purchase of security fencing [6ft high] to prevent further vandalism	£3,330	None	None	Unrelated to the aim of mitigating the impact of Covid 19. Linked to ongoing improvements at the church	Refuse
6.	Fun Club	To provide opportunities for young people to learn more about social action and develop skills and qualifications that could help them follow a career in youth work	£3,000	Covid Grant £4,374 – June 2020, Community Foundation SPACE £5,800 – August 2020, PCC Funding £9,990 – August 2020, #iWill Funding £5,000 – June 2020, LDC £1,875 – June 2020, County Cllr Woodward £400 – June 2020	£300 - 2017 £1,500 - 2018 £500 - 2019/20	Unrelated to the aim of mitigating the impact of Covid 19. This is a core function of the organisation.	Refuse
7.	Gartmore Riding for the Disabled	Teamwork Together – will work with two groups of 8 adults who will come on to site for 1.5 hours per week for 8 weeks. The first group will be young adults who have left education and cannot find work. The second group will be of older adults with	£3,560	Sport Across Staffordshire, Youth Funding £2,450 – April 2020, Staffordshire County Council Adult Learning £2000 – Annual Contract, Public donations £9720 – events across the year	£250 – 2018 £250 – 2017 £500 - 2016	This project is a private organisation not based within the parish. It is not clear what impact Covid 19 has on this project.	Refuse

		disabilities or mental health issues.					
8.	MHA Communities Burntwood	To continue to provide new remote and digital services set up to support people through the pandemic and once the crisis diminishes will work towards re-establishing the services which are currently suspended	£3,000	LDC £39,000 – June, Sept, Dec, Te Groundworks £500 – July 2020, LDC Covid 19 £1,000 – May 2020, Local Councillors £2,500 – July 2020, Nest £400 – September 2020, Lottery EFT Award £9,945 – July 2020, Com Found 1 Net £4,990 – April 2020, Com Found 2 Net £9,130 – May 2020, Burntwood Lions £406 – May 2020 Funding August 2020 Cream Tea	£200 – 2017 £100 – 2018 £400 - 2019	This application needs to be considered in the context of the other funding the Town Council is providing to MHA.	Defer pending further discussions with MHA.
9.	Phoenix Counselling Service	To help towards the cost of the service e.g. paid manager, cost of counselling sessions, management software, website, mobile phone, stationery	£3,000	We Love Lichfield £1,000 – June 2018, Just Giving £45 – August 2018, Waitrose Community Fund £270 – October 2018, The Retreat Benevolent Fund £1,200 – March 2019, The Retreat Benevolent Fund £5,000 – March 2020,	None	This organisation is a contractor to the NHS. It has access to a range of other funds. Part of the funding would be used towards staff cost which is not an eligible cost. The service is already in place. The Better Burntwood Fund is not designed to subsidise existing services or private companies.	Refuse

				Coalfields Regeneration Trust £10,000 – May 2019, Waitrose Community Fund £440 – October 2019, Staffs County Council People Helping People Fund £250 – January 2020 Applied for Funding Staffs County Council Covid-19 Fund £1,800			
10.	Spark – Burntwood	To help towards Sparks Outdoors which is a new project to provide sessions designed and aimed at men. The funding would pay for a project coordination, materials and associated costs	£5,000	National Lottery Govt Covid Funding for BBAF £7,200 [part of a larger fund for BBAF] – August 2020, Harry Payne Funding Heart of England £1,100 – December 2019, Co-op Community £4,136.23 – November 2019, Grant Awards for all National Lottery Community Fund £9,960 – October 2019, SCC/LDC incentivised payments based on attendees - ongoing	£1,140 - 2019	During Covid 19 it has become apparent that mental health and wellbeing has emerged as an unforeseen factor. The extension of this project may provide support for this issue, but the application lacks sufficient clarity on the proposed expenditure	Defer to enable a conversation with Spark regarding the evidence base for an outdoor option for this service and to identify other potential partners.

11.	St Anne's Church	To help with the cost of continuing the Place of Welcome community café during the winter months by heating the church building and installing freestanding screens to make the area Covid secure and PPE	£1,120	National Lottery Awards for All £9,606 – May 2020, Coalfields Regeneration Trust £9,924 – June 2020, Community Foundation for Staffordshire £4,292 – September 2020	£250 – 2018 £350 - 2019	Covid 19 screens eligible but heating of church questionable.	Agree in principle for the cost of the Covid 19 elements of the project
12.	St John's Community Church	To help expand the level of support that can be offered to local families with young children. The new role of "Children's Work Enabler" is for 10 hours a week and the PCC have committed to supporting this work with up to £5,000 from church funds. The funds would enable them to roll out the provision of children's resource packs over the coming year	£2,400	Martin Lewis Money Saving Expert Coronavirus Crisis Fund £5,000 – April 2020	£200 - 2018 £349 - 2019	The packs are designed to mitigate the impact of Covid 19.	Agree in principle. The staff costs need to be removed from the application.
	BETTER BURNTWOOD FUND £10,000		£30,022				

Burntwood Town Council Meeting

26th November 2020

Coronavirus Contingency Plan Update

1.0 Purpose of the Report

1.1 This report provides an update on the Contingency Plan

2.0 Background

2.1 In response to the restrictions that the Coronavirus pandemic has placed on the Town Council's activities a contingency plan has been produced. It contains mitigation measures in respect of council meetings, staff, management of the Old Mining Centre and Burntwood Cemetery. The Plan is constantly being reviewed and amended.

3.0 Current Situation

3.1 The Plan has ensured that the Town Council has managed to function during these extraordinary times. The current situation is as follows:

- Council Meetings. The monthly virtual Council meetings are working well. These arrangements have been extended until January 2021
- Staff. The Cemetery Gate Keeper has confirmed that he is currently able to work during the current lockdown. Other members of the team have agreed to cover his duties should he need to shield. All staff are working from home where possible
- The Old Mining College. The building is now closed to the public to at least 2nd December in compliance with lockdown requirements. The tenants can still access their units. Two more leases have been returned.
- Burntwood Cemetery. The Cemetery is now open 7 days a week between 9am and 5pm.

4.0 Financial considerations

4.1 The current budget and the draft budget for the new financial year have been adjusted to take account of the potential loss of income from the two further leases that have been returned.

5.0 Legal Context

5.1 As a public body it is important that the Town Council and its councillors are seen to be following Government guidance.

6.0 Recommendation

6.1 This report is for information and does not require the Council to make a decision.

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ENCLOSURE NO. 5