



The Old Mining College Centre
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Our Ref: SL/JM

09 November 2023

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **71 Room, Burntwood Memorial Institute, Rugeley Road, Burntwood on Wednesday 15 November 2023 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Steve Lightfoot
Town Clerk

BURNTWOOD CULTURAL STRATEGY FOR 2023-2026

Mr Jonny McClean, Head of Community Engagement & Ms Sophie Allen, Community Engagement Officer – Lichfield Garrick Theatre and Studio to give a talk regarding the Burntwood Cultural Strategy for 2023-2026.

PUBLIC FORUM

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

AGENDA

1. 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 21 September 2023 [Minute Nos. 27-37] be received and where necessary approved and adopted [**ENCLOSURE NO. 1**].

4. CHAIR'S REPORT

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

5. MEMBERS QUESTIONS

6. NOTICE OF CONCLUSION OF AUDIT FOR 2022/23

The Council is asked to note that Mazars completed their external audit of the 2022/23 accounts on 12th September and gave a satisfactory opinion in the external auditor's report within the Annual Governance and Accountability Return (AGAR). There were also no minor issues identified for improvement in 2023/24. The Notice of Conclusion of Audit and a copy of the audited AGAR were put on the website and noticeboards shortly afterwards, as required.

7. FINANCIAL UPDATE FOR THE FIRST HALF OF THE CURRENT FINANCIAL YEAR

The Council is asked to note the report of income and expenditure compared to budget for the first 6 months of the financial year, April to September. [**ENCLOSURE NO. 2 AND APPENDIX A**]

8. BUDGET AND PRECEPT 2024/25

The Town Council is recommended to approve the budget for 2024/25 [**ENCLOSURE NO. 3 AND APPENDIX A**]

9. MEMBERSHIP OF COMMITTEES

The Town Council is asked to retrospectively approve the amendments made to Membership of Committees following the co-option of Councillor Holdsworth [**ENCLOSURE NO. 4**].

10. PURCHASE OF THE FORMER CHASE TERRACE METHODIST CHURCH

The Town Council is recommended to approve the purchase of the freehold of the former Chase Terrace Methodist Church [**ENCLOSURE NO. 5**]

11. POLICY AND RESOURCES COMMITTEE – 18 SEPTEMBER 2023

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 18 September 2023 [Minute Nos. 11-25] be received and where necessary approved and adopted [**ENCLOSURE NO. 6**].

12. PLANNING AND DEVELOPMENT COMMITTEE – 09 OCTOBER 2023

Chair of the Planning and Development Committee to move that the proceedings of the meeting held on 09 October 2023 [Minute Nos. 25-31] be received and where necessary approved and adopted [**ENCLOSURE NO. 7**].

13. 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.

14. POLICY AND RESOURCES COMMITTEE – 18 SEPTEMBER 2023

Chair of the Policy and Resources Committee to move that the proceedings of the confidential meeting held on 18 September 2023 [Minute Nos. 24-25] be received and where necessary approved and adopted [**ENCLOSURE NO. 8 PINK**].

PUBLIC FORUM

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

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT ST JOHN'S COMMUNITY CHURCH, HIGH STREET, CHASE TERRACE ON
THURSDAY 21 SEPTEMBER 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)

Councillors Banevicius, D Ennis, L Ennis, R Ennis, Flanagan, Galvin, Gittings, Hancox (from 6.16 pm), Ho, Kirkham, Norman, P Taylor, S Taylor (from 6.20 pm), Tranter, Willis-Croft, Wittstock and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Wilcox

County Councillor Loughbrough-Rudd

District Councillor Pullen

1 member of the public

PCSO Small

PC Fitzgerald

PC MATT FITZGERALD, BURNTWOOD YOUTH ENGAGEMENT OFFICER

The Chair welcomed PC Fitzgerald and PCSO Small to the meeting.

PC Fitzgerald explained that the Burntwood Youth Engagement Officer was a new role and was being run as a pilot with Burntwood being the starting point and it was hoped that the Youth Engagement Officer role would spread across Staffordshire. He stated that his role was not only to look at anti-social behaviour but to engage and work with the young people and not against them. He would also be looking at vulnerability as suicide rates were on the rise and with the disruption to schools, prolonged social isolation, health anxiety and economic instability the Covid-19 pandemic had exposed young people to many known risk factors for example mental illness.

PC Fitzgerald explained that he would be having meaningful (face to face) conversations with the young people and will be on foot patrol. It was hoped that he would be able to target specific areas.

Councillor D Ennis stated that it would be good to get regular updates now that PC Fitzgerald had settled into the role, a role that he took up in June of this year and which was based locally. Councillor D Ennis raised concerns as we were heading into the October half term and in the particular the activities at the Leisure Centre where previously the Centre had had to shut due to anti-social behaviour for a period of time over one evening. He confirmed that the security provision had now ended. PC Fitzgerald stated that he was looking at funding to bring back the security however he said that he had good scope to change his shift pattern to perhaps a late shift if needed. He also pointed out that Bonfire Night and Halloween were coming up and that they were looking at directed neighbourhood policing.

Councillor Norman referred to social media platforms to engage with young people and PC Fitzgerald confirmed that he would be attending a training session on 29 September 2023. He explained that there was currently social media platforms for Staffordshire Police and Lichfield Police but no specific account for the work he is doing and he agreed that he needed to be visible on social media.

Councillor Woodward referred to the Town Council Meeting held on 15 March 2023 where Inspector Karen Green had indicated that there would be full policing cover by June 2023

which would include additional officers across the whole of the team. PC Fitzgerald explained that by October 2023 all three teams would have four officers per neighbourhood team and there was currently two PCSOs (namely PCSO Small and PCSO Humphries).

Councillor Willis-Croft pointed out that people only just get to know the PCSOs and then they move on particularly PCSO Passmore. PCSO Small confirmed that he had been in post for approximately 13 years but this was not always the case.

Councillor P Taylor stated that Burntwood already had very successful youth engagement clubs for example Fun Club, Spark, Platinum Boxing and PC Fitzgerald confirmed that he would be contacting them.

Councillor D Ennis thanked PC Fitzgerald and PCSO Small for all their hard work they do in the town and the Chair thanked them for their attendance.

PUBLIC FORUM

No questions were raised by members of the public.

27. APOLOGIES FOR ABSENCE

Councillor Bacon (Unwell)
Councillor Bullock (Work Commitments)
Councillor Coe MBE (Unwell)

The reasons for apologies were approved.

28. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in any discussion relating to Burntwood Be A Friend as she is a Trustee.

29. HUNSLET WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

Members noted that the vacancy had been advertised and that no notice requesting an election had been made. Members were informed that applications to be co-opted had been received from Mr Holdsworth and Mr Swain. Referring to the Town Council's Standing Orders Councillor Evans invited the candidates to give a presentation of up to three minutes. She explained that there would be no further discussion following the presentations. The Town Council suspended Standing Order 1(s) and agreed to conduct the vote by secret ballot. Ballot papers were distributed. The Chair announced the results.

The Chair and Councillor D Ennis welcomed the newly elected Member and thanked Mr Swain for putting his name forward.

Mr Holdsworth, as the successful co-optee signed the Declaration of Acceptance of Office after which he took his place at the table.

With regard to Committee membership, Councillor D Ennis explained that he is intending to do a mini reshuffle of the Committees (in consultation with the Leader of the Minority Group) and will report back in due course.

30. MINUTES

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

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 12 July 2023 (Minute Nos. 18-26) be received and where necessary approved and adopted.

31. CHAIR'S REPORT

The Chair read out the following statement:

Since our last meeting and in conjunction with our sponsors, we have held some very successful events during the summer of Burntwood. The free Wakes was very popular despite the weather and was enjoyed by all ages as feedback has shown us.

Once again, the free Play in the Parks events were extremely successful and apart from one, due to having to cancel because of the awful weather, they were very well attended.

Finally, the markets, which we have organised because the residents asked for them, have been very much appreciated and have gone from strength to strength, both for the public and the stall holders.

For all the above, thanks are due to the organisers and sponsors, who have worked really hard to ensure the success of them.

On the 11 September I attended Smalley Court, as they were celebrating their 40th Anniversary. This gave me the opportunity to speak to the residents and to listen to their stories about their lives, many of whom were born, bred, and worked in Burntwood. I heard some fascinating stories.

Our Dementia Walk is scheduled to take place on 01 October and I hope all of you will participate in whatever way you can. It is important because we need to highlight and support residents who are suffering and their carers.

On Tuesday 26 September I will be attending together with Councillor D Ennis the MacMillan Coffee Morning to be held at Burntwood Leisure Centre where we will be judging the cake competition.

We now look forward to further events planned around the Christmas period by the Town Council.

(Councillor Ho left the meeting at 6.35 pm)

32. MEMBERS QUESTIONS

No questions were raised by Members.

33. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

Councillor Woodward referred to 5.1 – The Council is asked to note the current position against budget. Further updates will be provided at subsequent meetings and to assist setting of the budget and precept for 2024/25 - of the Finance Officer's report and explained that previously when she was Leader, she had held pre-budget meetings with the Leader of the Minority Group which she felt had been very productive. Councillor Woodward asked if there was any schedule for pre-budget meetings. The Town Clerk explained that he was waiting for draft budget figures from the Finance Officer.

Councillor D Ennis explained that he had, together with Councillor Norman, had a meeting with officers where questions had been raised and was awaiting information before scheduling a pre-budget meeting.

Councillor P Taylor referred to Page 4 of the Detailed Income and Expenditure spreadsheet and in particular cost centre and nominal cost 213 4390 – Wakes (all expenditure) and explained that even though there appeared to be an overspend of 129.1% this was in fact not a true reflection as it does not reflect the sponsorship income received and in fact there had been an underspend of £5,647.22.

RESOLVED That the current position against budget be noted.

34. BUDGET VARIATION

Councillor P Taylor referred to Minute No. 24 - Christmas Event - Virement of Funds (Community and Partnership Committee Meeting held on 07 September 2023) and explained that there had been an underspend of £5,647.22 from the allocated £16,000 Wakes Festival budget.

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

RESOLVED That a virement of £3,000 from the Wakes Festival budget (213 4390) to the Christmas Events budget (213 4262) be approved.

35. COMMUNITY AND PARTNERSHIPS COMMITTEE – 05 JULY 2023 AND 07 SEPTEMBER 2023

Councillor Woodward referred to Minute No. 9 - 2023 Wakes and stated that the word "man" was not appropriate and suggested more suitable dialect be used in future for example "staffing" of the Town Council gazebo.

Councillor D Ennis referred to Minute No. 19 - Burntwood Producers Market - Arrangements for 2024 and in particular reference to the budget. He explained that this can be taken into account when setting the budget however no decision has been made and reminded Members that Full Council sets the budget.

Councillor Woodward also referred to Minute No. 13 – Declarations of Interest and Dispensations and questioned a Members attendance as this had not been agreed by the Town Council. Councillor Woodward also referred to Minute No. 20 – Burntwood Town Council Student Award in Memory of Stephen Sutton MBE and explained that previously this would have involved a small panel going through the applications in

detail with a recommendation to the full Committee. She queried GDPR and the sharing of young people's personal data and suggested that the meeting should be confidential. Councillor P Taylor explained that the meeting scheduled for 26 October 2023 (which includes the full Community and Partnerships Committee) will be the first opportunity to discuss the applications received following the relaunch of the scheme. This will be a single agenda item and in confidential.

It was proposed by Councillor P Taylor, seconded by Councillor Evans, and following a show of hands it was

RESOLVED That the Minutes of the Meetings of the Community and Partnerships Committee held on 05 July 2023 [Minute Nos. 1-11] and 07 September 2023 [Minute Nos. 12-24] be received and where necessary approved and adopted.

36. PLANNING AND DEVELOPMENT COMMITTEE – 10 JULY 2023, 07 AUGUST 2023, AND 11 SEPTEMBER 2023

Councillor Flanagan referred to Minute No. 24 – BuRRT Update and asked if a copy of the flow diagram could be included as part of the Minute. This was **AGREED** by Members.

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 10 July 2023 [Minute Nos. 7-12], 07 August 2023 [Minute Nos. 13-18] and 11 September 2023 [Minute Nos. 19-24] be received and where necessary approved and adopted.

37. POLICY AND RESOURCES COMMITTEE – 17 JULY 2023

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 17 July 2023 [Minute Nos. 1-10] be received and where necessary approved and adopted.

(The Meeting closed at 6.53 pm)

Signed

Date

Burntwood Town Council

Wednesday 15th November 2023

Update on income and expenditure compared to budget

1.0 Purpose of Report

1.1 To update the Town Council on its income and expenditure position after 6 months of the financial year.

2.0 Background

2.1 The budget for 2023/24 was approved by Council at its meeting in January 2023. Income and expenditure for the first 6 months (50%) of the financial year, April to September, are compared to that budget in the attached table (Appendix A). The % of budget spent (or % of income received so far) is also shown for each budget item and cost centre.

3.0 Key points on income and expenditure and variances from budget

3.1 In very broad terms expenditure is slightly above track, as 51.5% (£226,432) of this financial year's budgeted expenditure had been spent by the end of September. However, it is difficult to forecast the end year position at this stage for various reasons including different payment patterns for different items across the financial year. For instance, some items are paid in full early in the financial year, such as rates, insurance and the employment advice contract (and rates for the Old Mining College and the Cemetery proved to be slightly higher than the budget forecast). Other items are billed towards the end of the financial year, such as the significant costs for LDC contract maintenance and SCC highways energy and lighting, or unevenly spread across the year such as events and heating. Other costs are spread fairly evenly across the year such as staff costs and technical support.

3.2 The largest spend, on employee costs, was about 48% of budget at end September but the 2023/24 National Pay Award has just been agreed and back pay will be due from 1 April 2023. The original budget included the assumption of a 5% national pay rise, whereas in practice the pay award is a set amount for all full-time grades and thus differing percentages depending on starting salary. For the Wakes the apparent overspend on the £16,000 budget was more than offset by the additional income from sponsorship, which was not included when setting the Town Council's original budget.

3.3 Looking at income, the precept is paid in full by LDC in late April and CIL money received is not budgeted for and has to be earmarked for certain allowed projects. If these are excluded from the figures, 76% of other budgeted income had been received by the end of September. Two of the business units paid their rent for the financial year in full at the start and bank and investment interest is higher than expected. Conversely, traffic island sponsorship, normally paid in full at the start of the financial

year, has not reached the budgeted amount so far as sponsorship has not been taken up for 2 of the islands.

4.0 Legal context

4.1 The Accounts and Audit Regulations require effective financial management by smaller authorities, which includes preparing and approving a budget in a timely manner before setting a precept and monitoring actual performance against budget during the year, taking corrective action where necessary.

5.0 Conclusion

5.1 The Council is asked to note the current position against budget and that further updates will be provided as the financial year progresses.

Contact Officer

Alison James

Finance Officer

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01543 677166

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Corporate									
1176	Precept	358,523	362,782	362,782	0			100.0%	
1199	CCLA Interest	7,587	6,495	8,920	2,425			72.8%	
1205	Bank Account Interest	125	396	75	(321)			527.8%	
1206	CIL income	5,661	7,665	0	(7,665)			0.0%	
	Corporate :- Income	371,897	377,338	371,777	(5,561)			101.5%	0
4998	CIL expenditure	21,000	0	0	0		0	0.0%	
	Corporate :- Indirect Expenditure	21,000	0	0	0	0	0		0
	Net Income over Expenditure	350,897	377,338	371,777	(5,561)				
6000	plus Transfer from EMR	21,000	0						
6001	less Transfer to EMR	5,661	0						
	Movement to/(from) Gen Reserve	366,236	377,338						
104 OMCC									
1025	Sundry Income	1,857	577	1,020	443			56.6%	
1070	OMCC: Unit Rents	29,980	16,011	29,561	13,550			54.2%	
1071	OMCC: Unit Service Charges	25,730	14,981	26,973	11,992			55.5%	
1072	OMCC: Room Hire	1,036	495	1,100	606			45.0%	
	OMCC :- Income	58,603	32,063	58,654	26,591			54.7%	0
4019	Employee costs	22,104	12,208	25,291	13,083		13,083	48.3%	
4022	NNDR	7,610	7,984	7,762	(222)		(222)	102.9%	
4023	Water Rates	2,115	796	1,350	554		554	58.9%	
4055	Energy	9,044	3,390	35,000	31,610		31,610	9.7%	
4056	Building & Grounds Maintenance	13,552	7,091	11,000	3,909		3,909	64.5%	
4059	Other Supplies and Services	2,386	1,626	3,200	1,574		1,574	50.8%	
4180	Professional Fees	320	700	1,000	300		300	70.0%	
	OMCC :- Indirect Expenditure	57,131	33,794	84,603	50,809	0	50,809	39.9%	0
	Net Income over Expenditure	1,472	(1,731)	(25,949)	(24,218)				
6000	plus Transfer from EMR	519	0						
	Movement to/(from) Gen Reserve	1,991	(1,731)						
105 Transport									
4064	Members Travel Expenses	0	0	50	50		50	0.0%	
	Transport :- Indirect Expenditure	0	0	50	50	0	50	0.0%	0
	Net Expenditure	0	0	(50)	(50)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Supplies & Services								
1025 Sundry Income	423	0	0	0			0.0%	
Supplies & Services :- Income	423	0	0	0				0
4019 Employee costs	169,786	102,575	216,074	113,499		113,499	47.5%	
4057 Telephones & Broadband	2,295	1,319	2,310	991		991	57.1%	
4059 Other Supplies and Services	843	180	1,100	920		920	16.4%	
4060 Car Mileage: Employees	315	99	400	301		301	24.8%	
4120 Postage	0	3	250	247		247	1.0%	
4139 Computers & other office equip	10,270	6,470	10,400	3,930		3,930	62.2%	
4140 Website	450	0	0	0		0	0.0%	
4165 Advertising	92	0	0	0		0	0.0%	
4166 Newsletter	2,880	0	0	0		0	0.0%	
4170 Subscriptions to other bodies	35	50	100	50		50	50.0%	
4180 Professional Fees	999	999	1,100	101		101	90.8%	
4211 General office expenses	3,121	1,259	3,000	1,741		1,741	42.0%	
4212 Training & conferences	1,110	88	1,000	912		912	8.8%	
4220 Bank Charges	266	128	250	122		122	51.4%	
4221 Insurance premiums	4,596	5,200	6,000	800		800	86.7%	
4234 Audit	1,468	1,506	2,550	1,045		1,045	59.0%	
Supplies & Services :- Indirect Expenditure	198,525	119,876	244,534	124,658	0	124,658	49.0%	0
Net Income over Expenditure	(198,102)	(119,876)	(244,534)	(124,658)				
108 Communications								
4171 All communications	0	2,348	7,200	4,852		4,852	32.6%	
Communications :- Indirect Expenditure	0	2,348	7,200	4,852	0	4,852	32.6%	0
Net Expenditure	0	(2,348)	(7,200)	(4,852)				
201 Street Lighting								
4055 Energy	892	0	1,750	1,750		1,750	0.0%	
4241 Maintenance	486	0	750	750		750	0.0%	
Street Lighting :- Indirect Expenditure	1,377	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	(1,377)	0	(2,500)	(2,500)				
202 Bus Shelters								
4241 Maintenance	692	121	450	329		329	26.8%	
4242 Replacement	0	3,580	0	(3,580)		(3,580)	0.0%	
Bus Shelters :- Indirect Expenditure	692	3,700	450	(3,250)	0	(3,250)	822.3%	0
Net Expenditure	(692)	(3,700)	(450)	3,250				

AGENDA ITEM 7 - ENCLOSURE NO. 2 - APPENDIX A

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Christmas Lights</u>								
4260 General Expenses	2,423	0	3,000	3,000		3,000	0.0%	
Christmas Lights :- Indirect Expenditure	2,423	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	(2,423)	0	(3,000)	(3,000)				
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	7,938	5,950	8,500	2,550			70.0%	
Traffic Islands :- Income	7,938	5,950	8,500	2,550			70.0%	0
4241 Maintenance	5,926	0	7,455	7,455		7,455	0.0%	
4304 Signage	242	242	300	58		58	80.7%	
4306 NNDR: Traffic Islands	225	195	230	35		35	84.6%	
Traffic Islands :- Indirect Expenditure	6,393	437	7,985	7,548	0	7,548	5.5%	0
Net Income over Expenditure	1,545	5,513	515	(4,998)				
<u>206 Hanging Baskets & Planters</u>								
4241 Maintenance	328	245	360	115		115	68.2%	
Hanging Baskets & Planters :- Indirect Expenditure	328	245	360	115	0	115	68.2%	0
Net Expenditure	(328)	(245)	(360)	(115)				
<u>207 Flagpole</u>								
4241 Maintenance	12	2	50	48		48	3.3%	
Flagpole :- Indirect Expenditure	12	2	50	48	0	48	3.3%	0
Net Expenditure	(12)	(2)	(50)	(48)				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	1,133	0	1,850	1,850		1,850	0.0%	
Coulter Lane Burial Ground :- Indirect Expenditure	1,133	0	1,850	1,850	0	1,850	0.0%	0
Net Expenditure	(1,133)	0	(1,850)	(1,850)				
<u>211 Burntwood Town Strategy</u>								
1120 BTS funding	5,000	0	0	0			0.0%	
Burntwood Town Strategy :- Income	5,000	0	0	0				0
4754 BTS Projects	26,921	2,760	12,319	9,559		9,559	22.4%	
Burntwood Town Strategy :- Indirect Expenditure	26,921	2,760	12,319	9,559	0	9,559	22.4%	0
Net Income over Expenditure	(21,921)	(2,760)	(12,319)	(9,559)				

AGENDA ITEM 7 - ENCLOSURE NO. 2 - APPENDIX A

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 Response & Repair Team								
4766 Community repairs - materials	0	23	2,000	1,977		1,977	1.2%	
4767 BURRT vehicle costs	0	275	2,000	1,725		1,725	13.8%	
Response & Repair Team :- Indirect Expenditure	0	298	4,000	3,702	0	3,702	7.5%	0
Net Expenditure	0	(298)	(4,000)	(3,702)				
213 Events								
1090 Wakes - Pitch Fees	160	680	0	(680)			0.0%	
1100 Wakes Other Income	340	16,883	0	(16,883)			0.0%	
1101 Christmas	4,524	520	0	(520)			0.0%	
1102 Play in Parks/Summer Picnic	0	2,158	0	(2,158)			0.0%	
Events :- Income	5,024	20,242	0	(20,242)				0
4262 Christmas Events	5,643	1,264	6,000	4,736		4,736	21.1%	
4390 Wakes (all expenditure)	35,677	28,336	16,000	(12,336)		(12,336)	177.1%	
4398 Producers markets	0	5,814	8,000	2,186		2,186	72.7%	
4399 Other events expendit inc mkts	7,547	0	0	0		0	0.0%	
4761 Play in Parks/Summer Picnic	7,766	8,861	8,000	(861)		(861)	110.8%	
Events :- Indirect Expenditure	56,633	44,275	38,000	(6,275)	0	(6,275)	116.5%	0
Net Income over Expenditure	(51,609)	(24,033)	(38,000)	(13,967)				
6000 plus Transfer from EMR	19,577	0						
Movement to/(from) Gen Reserve	(32,032)	(24,033)						
214 Community Projects								
1025 Sundry Income	300	0	0	0			0.0%	
Community Projects :- Income	300	0	0	0				0
4764 Other Community Projects	1,640	1,247	500	(747)		(747)	249.4%	
Community Projects :- Indirect Expenditure	1,640	1,247	500	(747)	0	(747)	249.4%	0
Net Income over Expenditure	(1,340)	(1,247)	(500)	747				
6001 less Transfer to EMR	300	0						
Movement to/(from) Gen Reserve	(1,640)	(1,247)						
301 Civic Expenses								
1062 Fundraising	1,347	17	0	(17)			0.0%	
Civic Expenses :- Income	1,347	17	0	(17)				0

AGENDA ITEM 7 - ENCLOSURE NO. 2 - APPENDIX A

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Chairman's Expenses	0	0	50	50		50	0.0%	
4361 General Expenses	837	83	200	117		117	41.7%	
4368 Fundraising - Distribution	0	712	0	(712)		(712)	0.0%	
Civic Expenses :- Indirect Expenditure	837	796	250	(546)	0	(546)	318.3%	0
Net Income over Expenditure	511	(779)	(250)	529				
6001 less Transfer to EMR	801	0						
Movement to/(from) Gen Reserve	(290)	(779)						
<u>302 Better Burntwood incl. grants</u>								
4416 Better Burntwood expenditure	26,206	20,310	26,000	5,690		5,690	78.1%	
4760 Stephen Sutton Bursary	0	0	1,000	1,000		1,000	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	26,206	20,310	27,000	6,690	0	6,690	75.2%	0
Net Expenditure	(26,206)	(20,310)	(27,000)	(6,690)				
6000 plus Transfer from EMR	206	0						
Movement to/(from) Gen Reserve	(26,000)	(20,310)						
<u>310 Election Expenses</u>								
4701 Election Expenses	0	0	10,000	10,000		10,000	0.0%	
Election Expenses :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
<u>401 Burntwood Cemetery</u>								
1000 Burial Fees/Licences/Headstone	28,898	14,473	28,000	13,528			51.7%	
1001 Memorial wall plaques	214	0	250	250			0.0%	
Burntwood Cemetery :- Income	29,111	14,473	28,250	13,778			51.2%	0
4019 Employee costs	3,469	1,831	3,680	1,849		1,849	49.8%	
4163 General Office Expenses	384	470	400	(70)		(70)	117.5%	
4810 Gravedigging: Main Contractor	5,230	3,550	4,500	950		950	78.9%	
4820 NNDR: Burntwood Cemetery	1,422	1,493	1,450	(43)		(43)	103.0%	
4863 Other Maintenance and Services	4,621	3,106	5,000	1,894		1,894	62.1%	
4864 Grounds maintenance	11,859	210	7,500	7,290		7,290	2.8%	
Burntwood Cemetery :- Indirect Expenditure	26,985	10,660	22,530	11,870	0	11,870	47.3%	0
Net Income over Expenditure	2,126	3,812	5,720	1,908				

AGENDA ITEM 7 - ENCLOSURE NO. 2 - APPENDIX A

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Capital Works</u>								
4901 OMCC Refurbishment works	16,653	0	0	0		0	0.0%	
Capital Works :- Indirect Expenditure	<u>16,653</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>(16,653)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	479,642	450,082	467,181	17,099			96.3%	
Expenditure	444,890	240,749	467,181	226,432	0	226,432	51.5%	
Net Income over Expenditure	<u>34,753</u>	<u>209,333</u>	<u>0</u>	<u>(209,333)</u>				
plus Transfer from EMR	41,302	0						
less Transfer to EMR	6,762	0						
Movement to/(from) Gen Reserve	<u>69,293</u>	<u>209,333</u>						

BURNTWOOD TOWN COUNCIL - 2024-25 BUDGET

(DRAFT VERSION - 4 NOVEMBER 2023)

		<u>2022-23</u> <u>Actual</u>	<u>2023-24 6</u> <u>mths Apr-</u> <u>Sep</u>	<u>2023-24</u> <u>Approved</u> <u>Budget</u>	<u>2024-25</u> <u>Draft</u> <u>budget</u>	<u>Notes</u>
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)						General 6% increase in costs assumed
100 Corporate						
1176	Precept	358,523	362,782	362,782	384,538	Currently based on 6% increase in Band D council tax. (Tax base awaited from LDC).
1199	CCLA interest	7,587	6,495	8,920	11,000	
1205	Bank account interest	125	396	75	400	
1206	CIL income (Has to be earmarked)	5,661	7,665	0	0	
Total	Corporate Income	371,896	377,338	371,777	395,938	
4998	CIL expenditure (Spend from earmarked reserve)	21,000	0			
104 Old Mining College Centre						
1070	Unit rents	29,980	16,011	29,561	31,261	
1071	Unit service charges	25,730	14,981	26,973	30,638	6% increase used in calculation
1072	Room hire	1,036	495	1,100	500	
1025	Sundry income (incl. sheds, recharges for PA Testing)	1,857	577	1,020	750	1 shed surrendered in September
Total	OMCC income	58,603	32,063	58,654	63,149	
4019	Employee expenses - Caretaker and cleaners	22,104	12,208	25,291	26,740	Per Finance Officer calculations - includes cost of cover cleaner
4022	NNDR Rates	7,610	7,984	7,762	8,228	
4023	Water rates	2,115	796	1,350	1,431	
4055	Energy (Gas & electric)	9,044	3,390	35,000	24,000	
4056	Building and grounds maintenance (Alarms, lift, pest control, parts etc.)	13,552	7,091	11,000	11,660	
4180	Professional fees	320	700	1,000		Moved under cost centre 107 for draft budget
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	2,386	1,626	3,200	3,392	
Total	OMCC expenditure	57,131	33,794	84,603	75,451	
105 Transport						
4064	Members travel costs	0	0	50	50	

BURNTWOOD TOWN COUNCIL - 2024-25 BUDGET

(DRAFT VERSION - 4 NOVEMBER 2023)

		<u>2022-23</u> <u>Actual</u>	<u>2023-24 6</u> <u>mths Apr-</u> <u>Sep</u>	<u>2023-24</u> <u>Approved</u> <u>Budget</u>	<u>2024-25</u> <u>Draft</u> <u>budget</u>	<u>Notes</u>
107 Supplies and Services, BTC						
1025 Sundry income		423	0	0	0	
4019	Employee expenses	169,786	102,575	216,074	231,364	Per Finance Officer calculations
4060	Employees car mileage	315	99	400	500	Slight increase here
4057	Telephones & Broadband	2,295	1,319	2,310	2,900	Greater increase as 23/24 costs so far running above budget
4120	Postage	0	3	250	200	Reduced
4139	Computers, software and other office equipment	10,270	6,470	10,400	13,400	Greater increase. Pending review - possible move to lease
4140	Website - see also Communications	450				Moved to Comms
4165	Advertising (ATM and other adverts) - see also Communications	92				
4166	Newsletter (Town Trader/City Life etc.) - see also Communications	2,880				
4211	Office expenses (to include stationery, photocopier etc.)	3,121	1,259	3,000	3,180	
4212	Training & conferences	1,110	88	1,000	2,000	Increased to reflect requirement for more training & conferences
4170	Subscriptions	35	50	100	750	Possibly add SLCC membership.
4180	Professional fees (in 24/25 includes all professional fees prev. under OMC)	999	999	1,100	2,226	Includes SCC H&S advice, Keelys HR advice contract
4220	Bank charges	266	128	250	265	
4221	Insurance premiums	4,596	5,200	6,000	6,360	All insurance including OMC & SCAMP, except lift
4234	Audit	1,468	1,506	2,550	2,703	
4059	Other supplies and services	843	180	1,100	1,166	
Total	BTC supplies & services expenditure	198,525	119,876	244,534	267,014	
108 Communications						
4171	All advertising, newsletters, website, social media etc		2,348	7,200	8,000	Higher than general increase (of 11%)
201 Street Lighting						
4055	Energy	892	0	1,750	1,855	
4241	Maintenance	486	0	750	750	
4242	Replacement (For 2023-24 use earmarked reserve if required)	0	0	0	0	
202 Bus Shelters						
4241	Maintenance	692	121	450	2,500	Some shelters need minor refurb.
4242	Replacement	0	3,580	0	0	Not setting a budget for 24/25. Funds in EMR.

BURNTWOOD TOWN COUNCIL - 2024-25 BUDGET

(DRAFT VERSION - 4 NOVEMBER 2023)

		<u>2022-23</u> <u>Actual</u>	<u>2023-24 6</u> <u>mths Apr-</u> <u>Sep</u>	<u>2023-24</u> <u>Approved</u> <u>Budget</u>	<u>2024-25</u> <u>Draft</u> <u>budget</u>	<u>Notes</u>
203 Christmas Lights and Trees						
4260	General expenses	2,423	0	3,000	3,180	
205 Traffic Islands						
1030 Traffic Islands: Sponsorship		7,938	5,950	8,500	6,350	Based on current contracts for full year
4304	Signage	242	242	300	318	
4306	NNDR: Traffic Islands	225	195	230	244	
4241	Maintenance (to include grass cutting, bedding plants etc.)	5,926	0	7,455	7,902	
206 Brighter Burntwood (incorporating previous Hanging Baskets & Planters)						
4241	Maintenance (of existing hanging baskets & planters)	328	245	360	1,500	Replacement of some existing planters
4260	General expenses				0	£12K spend from public toilets budget/virement/EMR
207 Flagpole						
4241	Maintenance	12	2	50	500	New flagpoles (from reserves) & new flags
209 Coulter Lane Burial Ground						
4241	Maintenance	1,133	0	1,850	1,961	
211 Burntwood Town Strategy						
1120 BTS funding		5,000	0	0	0	Potential £5K to be drawn from EMR
4754	BTS projects	26,921	2,760	12,319	5,000	Budget reduced due to size of EMR
212 Burntwood Response and Repair Team						
4767	BURRT vehicle costs		275	2,000	2,120	Servicing, maintenance, insurance
4766	Repairs and improvements - materials etc.		23	2,000	2,000	Supplies and tools - no increase in budget

BURNTWOOD TOWN COUNCIL - 2024-25 BUDGET

(DRAFT VERSION - 4 NOVEMBER 2023)

		<u>2022-23</u> <u>Actual</u>	<u>2023-24 6</u> <u>mths Apr-</u> <u>Sep</u>	<u>2023-24</u> <u>Approved</u> <u>Budget</u>	<u>2024-25</u> <u>Draft</u> <u>budget</u>	<u>Notes</u>
213 Community Events						
1090	Wakes: Pitch fees	160	680	0	400	
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	340	16,883	0	0	
1101	Christmas: Pitch fees	4,524	520	0	0	
1102	Play in the Parks/Summer Picnic	0	2,158	0	0	
1110	Other events income	0	0	0	0	£16K target for sponsorship & advertising income
Total	Events income	5,024	20,242	0	400	
4262	Christmas events	5,643	1,264	6,000	6,360	
4390	Wakes - all expenditure	35,677	28,336	16,000	16,800	Spend could increase if income above proves to be higher
4761	Play in the Parks/Summer Picnic	7,766	8,861	8,000	9,000	Rising costs - plus providing fruit and a drink
4398	Monthly Markets		5,814	8,000	8,480	
4399	Other events expenditure (incl markets for 2022-23)	7,547	0	0	0	
Total	Events expenditure	56,633	44,275	38,000	40,640	
214 Community Development (previously Community Projects)						
1025	Sundry income	300	0	0	0	
4764	Other Community Projects (including defibrillators & SIDs)	1,640	1,247	500	5,000	Including £4000 for defib batteries & pads, plus DFC, Pride etc.
215 SCAMP						
4550	SCAMP: Maintenance	0	0	0	250	Cleaning & removing any graffiti
216 Neighbourhood Plan						
4728	Neighbourhood Plan expenditure	0	0	0	0	Use existing earmarked reserve
301 Civic Expenses						
1062	Fundraising (to be earmarked)	1,347	17	0	0	
4360	Chair's Expenses	0	0	50	60	
4368	Fundraising expenditure (Donations & distribution of funds raised)	0	712	0	0	Funds distributed from earmarked reserves
4361	General expenses	837	83	200	212	Expenses covered by tickets / raffles for Chair's fundraiser.

BURNTWOOD TOWN COUNCIL - 2024-25 BUDGET

(DRAFT VERSION - 4 NOVEMBER 2023)

		<u>2022-23</u> <u>Actual</u>	<u>2023-24 6</u> <u>mths Apr-</u> <u>Sep</u>	<u>2023-24</u> <u>Approved</u> <u>Budget</u>	<u>2024-25</u> <u>Draft</u> <u>budget</u>	<u>Notes</u>
302 Better Burntwood incl. grants						
1020 External grants received		0	0	0	0	£5K target for grants (eg WLLF)
4416	Better Burntwood expenditure	26,206	20,310	26,000	27,560	
4417	External grant expenditure	0	0	0	5,000	
4760	Stephen Sutton Bursary (previously under 214 Community Projects)/Youth award	0	0	1,000	1,000	£2K spend intended for 23/24 using EMR and 1k in future years
310 Election Expenses						
4701	Election expenses	0	0	10,000	10,600	
401 Burntwood Cemetery						
1000 Burial fees/ licences		28,898	14,473	28,000	29,680	6% increase in fees
1001 Memorial plaques		214	0	250	100	Reduced estimate based on 23/24 so far
4019	Employee expenses	3,469	1,831	3,680	4,092	Per Finance Officer calculations
4810	Grave digging	5,230	3,550	4,500	4,770	
4820	NNDR: Burntwood Cemetery	1,422	1,493	1,450	1,537	
4864	Grounds maintenance	11,859	210	7,500	7,950	
4863	Other maintenance and services (to include gritting, skips etc.)	4,621	3,106	5,000	5,300	
4163	General office expenses (e.g. plaque engraving, ICCM)	384	470	400	423	
Total	Cemetery expenditure	26,985	10,660	22,530	24,072	
501 Capital Expenditure						
4901	OMCC refurbishment works	16,653	0	0	0	Meeting room adjs from s.106 funding & possibly complete by 24/25
4666	Capital works (any other)	0	0	0	0	
Total	Capital Expenditure	16,653	0	0	0	
502 Chase Terrace Methodist Church (NEW COST CENTRE)						New line for Church
	Room hire & other income				13,500	Estimate
	Cleaning & routine maintenance				4,000	Estimate
	Insurance				1,000	Estimate
	Administration				4,500	Estimate
	NNDR				4,000	Estimate, before any relief application
Total		0	0	0	13,500	

BURNTWOOD TOWN COUNCIL - 2024-25 BUDGET

(DRAFT VERSION - 4 NOVEMBER 2023)

		<u>2022-23</u> <u>Actual</u>	<u>2023-24 6</u> <u>mths Apr-</u> <u>Sep</u>	<u>2023-24</u> <u>Approved</u> <u>Budget</u>	<u>2024-25</u> <u>Draft</u> <u>budget</u>	<u>Notes</u>
	TOTAL INCOME	479,642	450,082	467,181	509,117	
	TOTAL EXPENDITURE	444,890	240,749	467,181	508,239	
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	34,753	209,333	0	878	

Burntwood

Entering a Council Tax Band D to Set a Precept

	2023/24	2024/25	Change	
			£	%
Band D Council Tax	£42.85	£45.42	£2.57	6.00%
Council Tax Base	8,467.2	8,467.2	0.0	0.00%
Gross Precept	362,782	384,538	21,756	6.00%

6% increase in Band D council tax

2024/25 tax base figure not yet received from LDC

**AGENDA ITEM 8 –
ENCLOSURE NO. 3 –
APPENDIX A**



BURNTWOOD TOWN COUNCIL - APPOINTMENTS TO COUNCIL AND COMMITTEES - 2023/2024

	LABOUR GROUP	CONSERVATIVE GROUP
Chair of the Council	Diane Evans	
Vice-Chair of the Council	Kathy Coe MBE	
Leader	Darren Ennis	Heather Tranter
Deputy Leader	Steve Norman	Norma Bacon
Policy and Resources Committee = 12 Members [Finance, payments, budgeting, digital and website, Old Mining College Business Plan, refurbishment, Town Deal, lobbying, personnel]	Sue Woodward [Chair] Steve Norman [Vice-Chair] Paul Taylor Di Evans Sharon Banevicius Jo Hancox Paul Flanagan Darren Ennis	Heather Tranter Norma Bacon Wai-Lee Ho Jacquie Wittstock
Planning and Development Committee = 12 Members [Planning applications etc as present and development issues/concerns for town e.g. economic development, Green Belt consultation etc, CIL applications]	Paul Flanagan [Chair] Carolyn Gittings [Vice-Chair] Sharon Taylor Andy Bullock Darren Ennis Laura Ennis Ivan Holdsworth Michael Galvin Jo Hancox	Norma Bacon Keith Willis-Croft Vacancy

	LABOUR GROUP	CONSERVATIVE GROUP
Community and Partnerships Committee = 12 Members [Events and dementia initiative, young people, families; community engagement and development, Better Burntwood Fund, defibrillators, Student Award in Memory of Stephen Sutton MBE and community fund, liaison with other organisations e.g. police, NHS etc]	Paul Taylor [Chair] Di Evans [Vice-Chair] Kathy Coe MBE Darren Ennis Carolyn Gittings Sharon Taylor Elaine Kirkham Robyn Ennis Ivan Holdsworth	Heather Tranter Keith Willis-Croft Jacquie Wittstock

Burntwood Town Council

Wednesday 15th November 2023

Purchase of the Former Chase Terrace Methodist Church

1.0 Purpose of Report

To advise Members of the current situation of the proposed purchase of the former Chase Terrace Methodist Church.

To seek permission to complete the purchase, and authorise the payment, when necessary, of the purchase price.

2.0 Background

As members will be aware, the former Chase Terrace Methodist Church in Princess Street ceased to be a place of worship in August 2022 and was placed on the open market by the owners. It was advertised as having potential for development for residential use, depriving the town of much needed community space.

The building is ideal for community use and can host local voluntary groups activities, coffee mornings, art exhibition etc.

The Town Council resolved in January to apply to have the building registered as an Asset Of Community Value (ACV) which was successful, and Lichfield District Council registered it in March, preventing the sale for 6 months. In that time, officers and members have been developing plans purchase and refurbish the building on behalf the local community.

An offer was made to purchase the building, on the Town Council's behalf for £240,000 by Lichfield District Council which has been accepted by the vendor. Lichfield District Council's property services team have been very helpful in providing a condition report and assisting the Town Council's solicitors in the early stages of the purchase process, such as conducting searches.

3.0 Proposal

That Burntwood Town Council confirm intent to purchase the freehold on the former Chase Terrace Methodist Church for community use and authorises the use of the Town Council's reserves to fund the purchase at a cost of £240,000.

Contact Officer

Steve Lightfoot
Town Clerk
steve.lightfoot@burntwood-tc.gov.uk

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 18 SEPTEMBER 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward [in the Chair]
Councillors Evans, Flanagan, Hancox, Norman, P Taylor, Tranter and Wittstock

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Town Clerk
Councillor S Taylor
Councillor D Ennis
Two members of the public

PUBLIC FORUM

No questions were raised by members of the public.

11. APOLOGIES FOR ABSENCE

Councillor Bacon [Unwell]
Councillor Banevicius [Did not receive the meeting notice]
Councillor Galvin [Work Commitments]
Councillor Ho [Unwell]

The reasons for the apologies were approved.

12. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in Agenda Item 6 – Co-operative Council's Innovation Network Annual Conference as she is a member on one of the Boards. Councillor Woodward also declared an interest in Agenda Item 15 – Shared Office Location as she is a Burntwood Be A Friend Trustee.

13. MINUTES

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

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

RESOLVED That the Minutes of the Policy and Resources Committee held on 17 July 2023 (Minute Nos. 1-10) be approved as a correct record.

14. SCHEDULE OF PAYMENTS

Councillor Norman referred to payment no. 90 – CAS Printing and asked how many programmes were printed. Councillor P Taylor confirmed that 1,000 A5 programmes had been printed however he pointed out that the programmes had not been an expense to the Council as such as the programme costs had been covered by sponsorship.

Councillor Norman referred to payment no. 115 – Saturn Squirrels and asked if they had handed out programmes on the day of the Wakes. The Town Clerk confirmed that they had and clarified that Saturn Squirrels were the junior section of the cubs.

Councillor Wittstock queried the income against expenditure and felt that that information was missing from the schedule of payments. Councillor Woodward explained that the 2023-24 budget (which was approved at Full Council on 12 January 2023) had different cost centres and nominal codes (categories of income and expenditure) and the report going to Full Council on 21 September 2023 would give a financial update on income and expenditure compared to budget for the first 4 months of the financial year which would hopefully alleviate Councillor Wittstock's concerns.

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

RESOLVED That the schedule of payments from 07 July 2023 to 15 September 2023 in the sum of £83,516.26 and the Petty Cash Spend from 18 July 2023 to 21 August 2023 be approved and noted.

15. WORKS PROGRAMME

Members referred to the works programme in depth, page by page.

The Town Clerk referred to Minute No. 8 – Flower Planters (17 July 2023 refers) and confirmed that he had spoken to Eon Energy on 18 September 2023 to ascertain whether or not they would be opposed to the Town Council exploring the idea of hanging baskets suspended from lamp posts with a self-watering system. He confirmed that Eon Energy did not dismiss the idea as it had been done in different towns around the country. The Town Clerk confirmed that licences would be needed (cost to be obtained) however he confirmed that £14,000 had been earmarked. Councillor Tranter asked how many lampposts would be used. The Town Clerk stated that at this stage it was difficult to predict but he was anticipating between 12 to 20 depending on location and other factors. Councillor Norman stated that the Town Clerk needed to bring back the detail for a Committee decision.

Councillor P Taylor felt that whilst attracting people's attention to the suspended hanging baskets, "Welcome to Burntwood" signs could also be erected on lampposts advertising and promoting the area. The Town Clerk pointed out that Lichfield District Council had given the green light for the installation of advertising banners on lampposts in Lichfield late last year. This gives opportunities for businesses and organisations to raise their profiles, promote their brand and sales messages. Councillor Flanagan referred to his previous comments made on 17 July 2023 and said that we needed to continue with the thought of sponsorship (e.g. local businesses but also individual people/families). Councillor Wittstock referred to the fact that this project could be subject to business rates. Councillor Woodward referred to Morley Road Shopping Centre and explained that now that the public conveniences had been shelved that perhaps the overgrown area could be a location for planters.

Councillor Evans stated that she was disappointed with the County Council's opinion and the Town Clerk stated that they had a fundamental objection to the planting scheme.

With regard to the restoration of fingerposts the Town Clerk stated that these had been started but were not high priority.

With regard to the purchase of the former Chase Terrace Methodist Church, Councillor Woodward explained that now that the Asset of Community Value moratorium had come to an end, Lichfield District Council in partnership with the Town Council had submitted a bid for the purchase of the former church which had been accepted and the property had now been taken off the market.

The Town Clerk confirmed that the BuRRT Team were working on the installation of the defibrillators but there had been a delay. Councillor Norman asked what were the technical problems as to why the work had not been completed and the Town Clerk confirmed that this was due to the electrical supply. However it was nothing that the BuRRT team could not overcome.

Members were informed that the report on Investment Strategy would go to the November 2023 meeting.

The Town Clerk confirmed that there was nothing to report on CIL expenditure as the bike racks are yet to be installed and the heritage trail (an external project) had yet to submit a claim.

16. DELEGATES TO THE CO-OPERATIVE COUNCIL'S INNOVATION NETWORK ANNUAL CONFERENCE

Members were informed that Councillor Woodward together with the Town Clerk attended the Annual Conference in 2022. The Annual Conference is an opportunity for delegates to develop nationwide contacts, share ideas and gain useful insights into the work of similar organisations across England.

Councillor Wittstock thought the figures were vague as the conference itself was free, she thought that the £500 costs was expensive.

Councillor Woodward explained that the delegates would need to submit mileage forms, receipts etc.

Councillor Norman felt that the recommendation should have read that Members approve a budget (estimate of costs) in the sum of £500.

Councillor P Taylor thought that the costs were reasonable taking into account train tickets, hotel accommodation etc.

It was proposed by Councillor Evans and seconded by Councillor Flanagan and following a show of hands (7 For, 1 Abstention) it was

RESOLVED That Members approve a budget (estimate of costs) in the sum of £500 and the delegates be Councillor D Ennis (as Leader) together with the Community Development and Engagement Officer.

17. BURNTWOOD TOWN COUNCIL COMPLAINTS AND COMPLIMENTS PROCEDURE

Members were informed that this was not a report but a policy and Members' views were sought thereon.

Councillor Norman felt, that having looked at another similar sized Authority, there was a better way of doing it (for example setting up a Complaints Panel).

Members felt that the word "Council" needed more clarification. Councillor Woodward felt that the policy was heavy on complaints and light on compliments. Councillor Evans agreed that the policy was light on compliments (part of the policy) as she felt that compliments boosts morale.

The Town Clerk thought that it was a good idea to have a Complaints Panel. He confirmed that the Town Council did have a Complaints Policy but it was not user friendly.

RESOLVED That the Town Clerk revisits the Complaints and Compliments Policy and this be emailed to Members for consideration and comments.

18. EVACUATION CHAIR

Members were informed that following a visit by Staffordshire County Council's Health, Safety and Wellbeing Service at part of the Health and Safety Service Level Agreement, it was discovered that the old Evac chair was obsolete and a new one was needed.

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

RESOLVED That the purchase of Option B – Safelincs Fire and Safety Solutions be approved.

19. WORKING GROUP

Members felt that perhaps two working groups could be set up instead of four. Councillor Woodward as Chair of this Committee would receive the reports/comments from the working groups. The Town Clerk explained that some of the policies were governed by statutory regulations and some were smaller than others. It was **AGREED** that the Town Clerk would send out the current policies.

RESOLVED That the following Working Groups be set up to discuss the policies in detail:

- Risk Register **and** Financial Regulations – Members: Councillor Flanagan, Councillor P Taylor, and Councillor Hancox.
- Standing Orders **and** Code of Conduct – Members: Councillor Evans, Councillor Norman, Councillor Tranter, and Councillor Wittstock.

20. SOLAR PANEL INSTALLATION AT OLD MINING COLLEGE

Councillor P Taylor felt that the Town Council had significant reserves for this type of capital expenditure.

Councillor Tranter queried ongoing costs e.g. how long do the batteries last, cleaning of the solar panels twice a year etc. The Town Clerk confirmed that this type of solar panel does not use batteries.

Councillor Norman queried what the production in carbon dioxide would be as this was one of the main reasons for installing solar panels. Councillor P Taylor stated that according to the Appendix the CO2 emission saved would be 1.18t.

Members referred to the Old Mining College tenants and the Town Clerk confirmed that he does a forecast each year which is calculated on the square footage of each unit.

Councillor Wittstock stated that with no battery, the Town Council would not be fully off the grid as it would be weather dependent.

Councillor Woodward raised concerns as this was a significant expense on a property that the Town Council does not own and asked if the County Council was going to be cooperative with allowing the Town Council to install the panels.

Councillor P Taylor pointed out that even if the Town Council located to another building the panels could be taken down and sold - if there is life left in them then there is a value.

Councillor Norman stated at this moment in time he believed that there were no grants available to Councils for the installation of solar panels.

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

RESOLVED That Capex is the preferred option (bearing in mind that this is not the final decision) and that Advantage Utilities be asked to give a presentation to Members.

21. INTERNAL AUDITOR'S REPORT FOR 2022/23

The Town Clerk explained to Members that this was just house keeping following the report from the Internal Audit. Members referred to the detailed report in depth.

Councillor P Taylor asked what was the definition/meaning of the asterisks throughout the report. *Post Note: It denotes that the Internal Auditor has made comments to explain or qualify her answer. In most cases they follow on at the end of that section but under C for "Is insurance cover appropriate and adequate?" it refers to the comments later on under H and the asset register.*

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

RESOLVED That

- (a) the content of the detailed Internal Audit Report be noted.
- (b) Members accepted the recommendations in the Internal Audit Report.
- (c) Members approved the actions set out to meet the other objectives contained in the Internal Audit Report. In respect of Objective I Members were happy to accept an email confirmation of bank reconciliations, as recently started, and

that the Town Council changes their Financial Regulations [as part of the ongoing review].

22. FLAGPOLE

The Town Clerk explained to Members that the flagpole at the Library was around 25 years old and the operating mechanism had failed meaning that the entire flagpole had to be removed to change the flag. The flagpole is used on a regular basis as an engagement tool. The Town Clerk confirmed that even though the flagpole was old it was safe. However the parts were no longer available.

The Town Clerk explained the different options available at the Library and at the Old Mining College (the Town Council's HQ) and stated that the project would be eligible for funding via Community Infrastructure Levy monies held by the Town Council or could be funded from the Town Strategy reserve.

Councillor P Taylor liked the idea of both locations having a flag which could boost publicity and generate a sense of place. He suggested a design a flag for Burntwood competition which could involve interacting with both schools and adults alike.

Councillor Evans felt that it was important to replace the flagpole at the Library but had no objection to a wall mounted angled flagpole this end of the Town.

Councillor Tranter said that both locations were her preferred option and could the Town Council just have their logo printed onto flag material as this incorporated Boney Hay, Burntwood, Chase Terrace and Chasetown.

Councillor Woodward liked the idea of a flag for Burntwood which could be used as a marketing tool. However the Town Council already had a logo.

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

RESOLVED That

- (a) the flagpole at the Library be replaced as described at a cost of up to £1,500.
- (b) a wall mounted angled flagpole be installed at the Old Mining College at a cost of up to £1,000.
- (c) the flagpoles be funded from the Town Strategy reserve.

23. S106 GRANT FOR OLD MINING COLLEGE FOR COMMUNITY IMPROVEMENTS [MEETING ROOM]

Councillor Woodward explained that Members were being asked to consider accepting a s106 grant from Lichfield District Council in the sum of £13,225 to improve the amenity of the meeting room by upgrading and modernising the heating and lighting systems and making it more aesthetically pleasing by lowering the ceiling.

Councillor Norman could not see how the windows would not be obscured/hidden if the ceiling was lowered.

Councillor P Taylor explained that the Memorial Hall was currently having a suspended ceiling in the 71 Room and the bar area. Councillor Woodward stated that she thought the suspended ceiling could be offset from the windows. Councillor Flanagan asked if this was CIL money. The Town Clerk confirmed that this was totally separate from CIL and if not claimed by the Town Council would go back into Lichfield District Council's coffers.

RESOLVED That

- (a) Members agree to accept the \$106 grant from Lichfield District Council in the sum of £13,225.
- (b) Members agree the improvements to the amenity of the meeting room by upgrading and modernising the heating and lighting systems and making it more aesthetically pleasing by lowering the ceiling. The Town Clerk to consult with the Chair of this Committee and the Leader of the Council regarding the improvements.

24. 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.

(Councillor Woodward vacated the Chair as she is a Trustee of Burntwood Be A Friend)

(Councillor Norman in the Chair)

25. SHARED OFFICE LOCATION

See Confidential Minute

(The Meeting closed at 7.45 pm)

Signed

Dated

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 09 OCTOBER 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Gittings [in the Chair]

Councillors Bacon, Bullock, L Ennis, Hancox, Holdsworth, S Taylor and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

Councillor P Taylor

PUBLIC FORUM

No questions were raised by members of the public.

25. APOLOGIES FOR ABSENCE

Councillor D Ennis [Other Commitment]

Councillor Flanagan [Personal Commitment]

Councillor Galvin [Work Commitment]

The reasons for the apologies were approved.

26. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor S Taylor declared an interest in planning application 23/01082/FUH relating to Birch Terrace as she was a previous employee of Bromford.

The District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

27. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 21 September 2023.

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 11 September 2023 [Minute Nos. 19-24] be approved as a correct record.

28. INFORMATION FROM THE MINUTES

Councillor Gittings informed Members that half of the units at the new £5million business park in Burntwood had already been taken up. Work is underway on the construction of the Chase Trade Park facility on a derelict plot of land north of Robins Road. She said that the commercial property company LCP had said interest had been high even before completion, with half of the ten units already taken.

29. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|--|--|
| (a) | 23/01007/COU | Chasetown | Mr Cooper-Hall
Units 4E and 4F
Zone 2
Ring Road
Burntwood Business Park
Burntwood | Change of use from industrial/storage distribution [Use Class B8] to gymnastics club [Use Class E] with parking and associated works |
|-----|--------------|-----------|--|--|

No objection in principle however the Local Planning Authority to ensure that the recommendations of Staffordshire Police are adhered to.

- | | | | | |
|-----|--------------|----------------------------------|--|-------------------------|
| (b) | 23/01009/FUH | Summerfield
and All
Saints | Mr and Mrs Wright
163 Chase Road
Burntwood | Proposed rear extension |
|-----|--------------|----------------------------------|--|-------------------------|

No objection.

- | | | | | |
|-----|--------------|--------------------------|---|--|
| (c) | 23/01041/FUH | Boney Hay
and Central | Mrs Punnett
98 Spinney Lane
Burntwood | Erection of single storey rear extension and loft side extension |
|-----|--------------|--------------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (d) | 23/01014/FUL | Chasetown | Mr D Bannar
Autosmart International Ltd
Unit 9, Zone 1
Attwood Road
Burntwood Business Park
Burntwood | Section 73 application to vary condition 2 of permission 21/01992/FULM to allow creation of an internal mezzanine floor [320 square metres] |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (e) | 23/01033/FUL | Chasetown | Mr D Mellors
142 High Street
Chasetown | Erection of replacement gable end roof, window to front to facilitate loft conversion and installation of roof mounted solar panels |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|---|---|
| (f) | 23/01082/FUH | Highfield | Ms J Sherrington
90 Woodhouses Road
Burntwood | Erection of single storey rear extension and alterations to side windows and fenestration |
|-----|--------------|-----------|---|---|

No objection in principle provided the proposal meets the Local Planning Authority's criteria relating to Green Belt development.

- | | | | | |
|-----|--------------|-----------------------|--|---|
| (g) | 23/01083/DEM | Boney Hay and Central | Bromford
Garages 1-10
Birch Terrace
Burntwood | Prior Notification:
Demolition of 3 no. blocks of 10 no. brick-built garages with flat roofs |
|-----|--------------|-----------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|-------------|--|--|
| (h) | 23/01107/FUH | Gorstey Ley | Mr and Mrs Edwards
43 Rugeley Road
Burntwood | Proposed single storey front extension |
|-----|--------------|-------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-------------|--|--|
| (i) | 23/01118/FUH | Gorstey Ley | Mr A Seward
56 Church Road
Burntwood | Proposed loft conversion with dormer windows |
|-----|--------------|-------------|--|--|

No objection in principle, however, the Local Planning Authority to be mindful of loss of privacy/overlooking to the front and rear.

30. HIGHWAYS ACT 1980, SECTION 118 APPLICATION FOR PUBLIC PATH EXTINGUISHMENT ORDER – PUBLIC FOOTPATH BURNTWOOD 15 [PART]

Councillor L Ennis explained that the public footpath had been overgrown for some years leading to its disuse. Members were shown a photograph [provided by Councillor D Ennis] which was taken in c2007 which showed that the walkway cut through the bottom of factories on Cobbett Road and had been fenced off for c17 years that he knew too.

RESOLVED Members had no objection to the extinguishing of part of Public Footpath, Burntwood 15.

31. BuRRt UPDATE

RESOLVED That a spreadsheet or other artifacts that detail the referrals that the Town Council have received and their status [dealt with/referred to, for example, Staffordshire County Council or Lichfield District Council/declined etc] be provided for the next meeting of this Committee [13 November 2023].

[The Meeting closed at 6.22 pm]

Signed

Date