



The Old Mining College  
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Our Ref: SL/JM

11 January 2024

**To: All Members of the Policy and Resources Committee**  
Councillors Woodward [Chair], Norman [Vice-Chair], Bacon, Banevicius, D Ennis, Evans, Flanagan, Hancox, Ho, P Taylor, Tranter and Wittstock

Dear Councillor

#### **POLICY AND RESOURCES COMMITTEE**

The Policy and Resources Committee will meet on **Thursday 18 January 2024 at 6:00 pm** in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely

**Steve Lightfoot**  
**Town Clerk**

#### **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 consider any declarations of interests and consider requests for dispensations.

**3. MINUTES**

To approve as a correct record the Minutes of a meeting of the Policy and Resources Committee held on 06 November 2023 [Minute Nos. 26-35] **[ENCLOSURE NO. 1]**.

**4. SCHEDULE OF PAYMENTS**

To approve the Schedule of Payments **[ENCLOSURE NO. 2A AND 2B]**.

**5. WORKS PROGRAMME**

Councillors are asked to review the works programme **[ENCLOSURE NO. 3]**.

**6. PROPOSED NEW NEWSPAPER – LICHFIELD AND BURNTWOOD INDEPENDENT**

For information purposes only. No decision is required by the Committee **[ENCLOSURE NO. 4]**.

**7. CHASE TERRACE COMMUNITY CENTRE**

Members are asked to note the content of the report and authorise the Town Clerk [in consultation with the Leader and Chair of this Committee] to continue work as required to bring the building up to the necessary standard and that a budget of £5,000 be established to fund the necessary work and Members in principle to agree that if an offer of a grant from the Community Opportunities Fund is received, that the Town Council will fund the 20% of refurbishment costs **[ENCLOSURE NO. 5]**.

**8. 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.

**9. CONFIDENTIAL MINUTES**

To approve as a correct record the Confidential Minutes of a meeting of the Policy and Resources Committee held on 06 November 2023 [Minute Nos. 33-35] **[ENCLOSURE NO. 6 - PINK]**.

**10. STAFF CONTRACTS [ENCLOSURE NO. 7 - 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 but are not already on the agenda. So that the Members of the meeting can be properly briefed in order to enable them to provide 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 particular meeting.

You will also now have the opportunity to discuss specific items on the agenda as the Chair now has the discretion to allow you to speak where you have a legitimate interest in the item. Again, you will need to give three working days' notice of your wish to speak. Where more than one person wishes to speak on a particular application the Chair may decide to limit the number of speakers or ask for a spokesperson to be appointed.

Generally, in respect of both speaking in the public forum and to specific agenda items 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.

|                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>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.</b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**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 06 NOVEMBER 2023 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Woodward [in the Chair]

Councillors Bacon, Banevicius, D Ennis, Evans, Hancox, Ho, Norman, P Taylor, Tranter and Wittstock

**In attendance**

S Lightfoot, Town Clerk

Ms J Minor, Deputy Town Clerk

**PUBLIC FORUM**

No questions were raised by members of the public.

**26. APOLOGIES FOR ABSENCE**

Councillor Flanagan [Work Commitments]

The reason for the apology was approved.

**27. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Woodward declared an interested in any discussion relating to Co-operative Council's Innovation Network as she is a member on one of the Boards. Councillor Woodward declared an interested in any discussion relating to Burntwood Be A Friend as she is a Trustee.

**28. 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 18 September 2023 (Minute Nos. 11-25) be approved as a correct record.

**29. SCHEDULE OF PAYMENTS**

Councillor Woodward referred to the purchase of the Unknown Tommy Silhouettes and confirmed that some Members had not realised that the silhouettes by the Welcome Signs had been purchased and erected by Burntwood Town Council. Councillor P Taylor pointed out that the silhouettes at Princes Park had been purchased by Cherry Orchard Gardening Services, however, Members were informed

that Chase Terrace Academy had helped to make some of the poppies on display at Princes Park, using materials funded by Burntwood Town Council.

Councillor Woodward referred to the payment made to InLife Design Limited relating to the new website. The Town Clerk confirmed that he, together with the Deputy Clerk had had a meeting with InLife Design Limited on Friday 27 October 2023 to discuss the new website [to provide any missing content/new images or feedback for InLife to change prior to launch]. He confirmed that we also have to ensure that the domain name gov.uk can be moved across. Councillor Norman informed Members that Lichfield District Council, to support the next upgrade of their website, were looking for local residents and businesses to help feed into a design refresh – to make it easier to use and more customer friendly. Workshops were taking place on Thursday 09 November 2023 at the District Council Offices. They were looking for 10-15 local residents or people who work in the district, to take part in the sessions. It was **AGREED** that the Town Clerk would email all Members a link to the new website so that feedback can be gained.

Councillor Woodward referred to the OMCC alarm call out charged on 19 August 2023. The Town Clerk confirmed that the number of call out charges had massively reduced and there is an app on his phone and he has requested that the company phones him first before coming out so as to avoid unnecessary charges.

Councillor Ho referred to the searches in respect of the former Chase Terrace Methodist Church and asked if the bid had been successful. Councillor Woodward confirmed that a report would be going to Full Council on Wednesday 15 November 2023. Councillor D Ennis confirmed that between gaps in meetings lots was going on and he confirmed that he had been speaking to Councillor Tranter.

Councillor Woodward referred to the purchase of a new laptop. The Town Clerk confirmed that the cost included professional services [post note: HP ProBook 640 14" £699.75; Warranty – 3 year £100; Professional Services £130]. The Town Clerk confirmed that he would be re-tendering the whole provision of IT. Councillor D Ennis confirmed that the Town Council currently works in an old-fashioned way using a server to backup data. This will be moved to a cloud-based facility and he is currently working on a strategy with a target date of January 2024. With regard to the price for the new laptop, Councillor D Ennis confirmed that he had checked for best value before authorising the purchase.

Councillor P Taylor referred to the Petty Cash schedule and in particular the removal of personal details. Councillor Ho queried GDPR and the sharing of personal data and Councillor D Ennis confirmed that this was a Limited Company and not a resident and the information was already available to the public.

Following a unanimous show of hands it was

**RESOLVED** That the schedule of payments from 14 September 2023 to 31 October 2023 in the sum of £37,047.67 and the Petty Cash Spend from 02 September 2023 to 09 October 2023 be approved and noted.

### **30. WORKS PROGRAMME**

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

Councillor Woodward referred to Planters and Flower Displays and the possible locations identified. The Town Clerk confirmed that he was currently looking at a CCTV pole owned by Lichfield District Council and lampposts and was awaiting to hear from the power company for licence terms.

Members asked if a presentation could be provided by the energy broker with regard to solar panels.

Councillor Tranter queried who would own the former Chase Terrace Methodist Church. Initially, Councillor D Ennis explained that Lichfield District Council were going to purchase the former Church but the Town Council would run it. However, it was now the intention that the Town Council purchases the former Church so that it was their asset. Members felt that the Town Council deserves to gain an asset and have control of it. Councillor Woodward confirmed that a Community Ownership Fund application had been submitted and if successful would cover 80% of the purchase cost and refurbishment. Councillor Evans referred to the "Save the Chase Terrace Methodist Church for Community Use" petition.

Councillor Tranter referred to the flag poles and the Town Clerk confirmed that the flag pole at the Library would be installed on 16 November 2023 and he confirmed that he was in the process of getting permission from Staffordshire County Council [as landlord] and planning permission from Lichfield District Council [as Local Planning Authority] with regard to the flag pole at the Old Mining College.

Councillor Woodward referred to the CIL expenditure which had been agreed in May 2022. Councillor D Ennis confirmed that the cycle racks were being ordered week commencing 06 November 2023 and that the racks would be powder coated in green and have the Town Council logo on them.

Councillor D Ennis is waiting for the author and confirmed that Burntwood Library was running the heritage trail project.

Councillor Banevicius referred to completion dates being shown on the Works Programme as there is so much going on that members of the public may not be aware of.

Councillor D Ennis referred to the CIL money given to Chasetown Football Club as the toilet was yet to be completed. He confirmed that their first home game, following refurbishment, is scheduled for Saturday 02 December 2023.

Councillor Woodward referred to the task groups with regard to Standing Orders, Code of Conduct, Risk Register and Financial Regulations and the Deputy Clerk confirmed that the Town Clerk had sent out the documents to the relevant Members on 27 October 2023.

Councillor Woodward asked if the establishment of a Complaints Panel could be added to the Works Programme.

### **31. BURNTWOOD CEMETERY**

The Town Clerk advised Members of the current state and operation of Burntwood Cemetery which is owned and managed by the Town Council.

Councillor Norman referred to Item 6 of the report – Complaints and Comments and the Town Clerk confirmed that the complaint received regarding the fee structure for non-Burntwood residents had been resolved.

Councillor Norman referred to the land on Sister Dora Avenue which is owned by the Town Council and suggested that this could be planted with wild flowers to deter the parking of vehicles on the land. Even though this had been investigated previously by the previous Town Clerk, the Town Clerk confirmed that he would look again at providing wild flowers.

Councillor P Taylor queried the take up of the out of parish area charge and the Town Clerk confirmed that if the deceased family wanted their loved one to be buried in Burntwood Cemetery they are prepared to pay for it.

Councillor Woodward stated that the cemetery in St Matthew's Road was opened in March 2007. The lawned cemetery is provided primarily for residents of Burntwood however there is an out of parish area charge of 4x. She confirmed that Hammerwich Parish Council had been approached on several occasions on whether they wanted to contribute towards the costs of running the cemetery on an annual basis – but they declined. They were happy with the current arrangement of charging their residents 4x.

The Town Clerk confirmed that the Administrator removes all dead flowers and he had recently removed some solar powered lights. However, he pointed out that the number of wind chimes was growing and were now affecting the trees [branch growth being restricted]. He confirmed that the wind chimes were not on the TPO trees. He stated that the wind chimes would be removed in due course.

Councillor Evans stated that the Town Council is not unique as other Authorities do charge an out of area fee.

Councillor Ho asked if Members could have an email detailing the expenditure for 2022/23 and the cost of the benches. It was **AGREED** that the Town Clerk would send the information.

**RESOLVED** That the Committee's thanks be recorded for the work undertaken by the Administrator and that the Town Clerk be asked to look again at providing wild flowers.

### **32. INVESTMENT STRATEGY**

The Town Clerk confirmed that this was basically housekeeping at this time as the new internal auditor had suggested an updated investment strategy should be put in place.

Councillor Ho referred to environmental values and ethical values and wanted to know the rates of return for individual investments.

Councillor Norman queried what the environmental policy was for the companies the Town Council were investing in.

Councillor D Ennis that the Town Council's Environmental Policy could tie into the Investment Strategy.

**RESOLVED** That the Finance Officer provides the rates of return for individual investments and the environmental policy and ethical policy for the companies the Town Council invests in.

### **33. 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.

**34. CONFIDENTIAL MINUTES**

See Confidential Minutes.

**35. TENANTS AT THE OLD MINING COLLEGE**

See Confidential Minutes.

(The Meeting closed at 7.15 pm)

Signed .....

Dated .....

# BURNTWOOD TOWN COUNCIL

## SCHEDULE OF PAYMENTS

|    | DATE PAID | PAYEE                                | DESCRIPTION OF SERVICE                                          | CHQ NO. | COST CENTRES & NOMINAL CODES | SUB TOTAL | VAT    | TOTAL     |
|----|-----------|--------------------------------------|-----------------------------------------------------------------|---------|------------------------------|-----------|--------|-----------|
|    |           |                                      |                                                                 |         |                              | £         | £      | £         |
| 1  | 01 11 23  | Lloyds Bank                          | Monthly Fee                                                     | CARD    | 107/4165                     | 3.00      | 0.00   | 3.00      |
| 2  | 06 11 23  | Poster My Wall                       | Monthly Subscription                                            | CARD    | 108/4171                     | 8.93      | 0.00   | 8.93      |
| 3  | 10 11 23  | B&M                                  | Xmas Event - 25.11.23 - Selection Boxes [371]                   | CARD    | 213/4262                     | 330.81    | 66.16  | 396.97    |
| 4  | 12 11 23  | EE                                   | Contract Charges for Samsung Tablet and Samsung Mobile Phone    | DD      | 107/4057                     | 48.74     | 9.75   | 58.49     |
| 5  | 13 11 23  | Aldi Stores                          | Xmas Event - 25.11.23 - Xmas Wrapping Paper                     | CARD    | 213/4262                     | 8.25      | 1.65   | 9.90      |
| 6  | 15 11 23  |                                      | Employee Costs Month 8                                          | BACS    | 107/4019 & 104/4019          | 11,677.86 | 0.00   | 11,677.86 |
| 7  | 15 11 23  |                                      | LGPS Month 8                                                    | BACS    | 107/4019 & 104/4019          | 4,018.30  | 0.00   | 4,018.30  |
| 8  | 15 11 23  |                                      | NI/PAYE Month 8                                                 | BACS    | 107/4019 & 104/4019          | 3,723.66  | 0.00   | 3,723.66  |
| 9  | 15 11 23  | Burntwood Memorial Institute         | Room Hire [15.11.2023]                                          | BACS    | 107/4059                     | 46.00     | 0.00   | 46.00     |
| 10 | 15 11 23  | J.W.S. Design and Landscapes         | Cemetery : Removal of moss on paths, strim & treat weeds        | BACS    | 401/4864                     | 400.00    | 0.00   | 400.00    |
| 11 | 15 11 23  | G E Collis and Sons                  | Items for Planters                                              | BACS    | 206/4241                     | 7.64      | 1.52   | 9.16      |
| 12 | 15 11 23  | G E Collis and Sons                  | Items for Planters                                              | BACS    | 206/4241                     | 55.67     | 11.14  | 66.81     |
| 13 | 15 11 23  | G E Collis and Sons                  | Items for Planters                                              | BACS    | 206/4241                     | 65.94     | 13.17  | 79.11     |
| 14 | 15 11 23  | G E Collis and Sons                  | Items for Planters                                              | BACS    | 206/4241                     | 111.24    | 22.23  | 133.47    |
| 15 | 15 11 23  | G E Collis and Sons                  | Brushes, Brush Cleaner, Brush Restorer, Paint Kettle            | BACS    | 104/4056                     | 21.34     | 4.26   | 25.60     |
| 16 | 15 11 23  | G E Collis and Sons                  | OMCC Front Door                                                 | BACS    | 104/4056                     | 20.23     | 4.04   | 24.27     |
| 17 | 15 11 23  | inLIFE Design Limited                | Website Package, Security Updates, Hosting and Backups - Oct 23 | BACS    | 108/4171                     | 229.00    | 45.80  | 274.80    |
| 18 | 15 11 23  | Access Innovations UK Limited        | Repairs to OMCC Entrance Door                                   | BACS    | 104/4056                     | 225.00    | 45.00  | 270.00    |
| 19 | 15 11 23  | DTH Churchyard and Cemetery Services | Cemetery Grave Digger                                           | BACS    | 401/4810                     | 670.00    | 0.00   | 670.00    |
| 20 | 15 11 23  | Screwfix                             | Items for Planters & Tools                                      | BACS    | 206/4241 & 104/4056          | 52.90     | 10.57  | 63.47     |
| 21 | 15 11 23  | Staffordshire Signs and Graphics     | Overlay for Traffic Island Signage                              | BACS    | 205/4304                     | 176.00    | 35.20  | 211.20    |
| 22 | 15 11 23  | Sage                                 | Payroll 01-11-23 to 30-11-23                                    | DD      | 107/2010                     | 8.00      | 1.60   | 9.60      |
| 23 | 15 11 23  | J&M Electrical Supplies              | Lighting Battens for Unit 5                                     | BACS    | 104/4056                     | 193.50    | 38.70  | 232.20    |
| 24 | 15 11 23  | Cathedral Leasing Limited            | Supply of Hygiene Services [Quarterly]                          | BACS    | 104/4059                     | 64.98     | 13.00  | 77.98     |
| 25 | 15 11 23  | Octopus Energy                       | OMCC Gas & Electric 01.10.23 to 31.10.23                        | DD      | 104/4055                     | 909.87    | 181.97 | 1,091.84  |
| 26 | 16 11 23  | FarmFoods                            | Xmas Event - 25.11.23 - Selection Boxes [72]                    | CARD    | 213/4262                     | 49.23     | 9.85   | 59.08     |
| 27 | 16 11 23  | FarmFoods                            | Xmas Event - 25.11.23 - Selection Boxes [60]                    | CARD    | 213/4262                     | 44.50     | 8.90   | 53.40     |
| 28 | 23 11 23  | Amazon                               | Burntwood Cemetery - Staff Umbrella                             | CARD    | 401/4163                     | 23.32     | 4.66   | 27.98     |
| 29 | 25 11 23  | MB Office Systems Limited            | Photocopier Charges for Mono & Colour [Billing Period Oct-23]   | DD      | 107/4211                     | 55.63     | 11.12  | 66.75     |
| 30 | 27 11 23  | Focus Group                          | Monthly Line Rental                                             | DD      | 107/4057                     | 149.99    | 30.00  | 179.99    |
| 31 | 27 11 23  | Instant Promotion [UK] Limited       | Gazebo Bag                                                      | CARD    | 213/4398                     | 55.00     | 11.00  | 66.00     |
| 32 | 27 11 23  | Amazon                               | Xmas Events - Lighting                                          | CARD    | 213/4262                     | 84.07     | 16.86  | 100.93    |
| 33 | 30 11 23  | The Stambridge Group Ltd             | Cemetery Open/Close October 2023                                | BACS    | 401/4863                     | 270.00    | 54.00  | 324.00    |
| 34 | 30 11 23  | J&M Electrical Supplies              | OMC - Lighting Battens                                          | BACS    | 104/4045                     | 671.50    | 134.30 | 805.80    |
| 35 | 30 11 23  | Viking                               | Office Stationery                                               | BACS    | 107/4211                     | 55.55     | 11.11  | 66.66     |
| 36 | 30 11 23  | G E Collis and Sons Limited          | 2m Chain, Flush Hinge, Hinge, M6 Washers                        | BACS    | 104/4056                     | 7.65      | 1.46   | 9.11      |
| 37 | 30 11 23  | G E Collis and Sons Limited          | OMC - Matt Emulsion & Filler [Unit 5]                           | BACS    | 104/4045                     | 17.65     | 3.54   | 21.19     |
| 38 | 30 11 23  | G E Collis and Sons Limited          | OMC - Roller, Filler & Dust Sheet [Unit 5]                      | BACS    | 104/4056                     | 29.38     | 5.88   | 35.26     |
| 39 | 30 11 23  | G E Collis and Sons Limited          | Screws                                                          | BACS    | 203/4260                     | 7.95      | 1.60   | 9.55      |
| 40 | 30 11 23  | Greenhills Nursery                   | Supply compost & plants to Sankey's Corner Planters             | BACS    | 206/4241                     | 80.00     | 0.00   | 80.00     |
| 41 | 30 11 23  | Staffordshire Pest Control Limited   | Pest Control 25.10.23 to 24.01.24                               | BACS    | 104/4056                     | 60.00     | 12.00  | 72.00     |

|    | DATE PAID |    |    | PAYEE                                  | DESCRIPTION OF SERVICE                                           | CHQ NO. | COST CENTRES & NOMINAL CODES | SUB TOTAL  | VAT    | TOTAL      |
|----|-----------|----|----|----------------------------------------|------------------------------------------------------------------|---------|------------------------------|------------|--------|------------|
|    |           |    |    |                                        |                                                                  |         |                              | £          | £      | £          |
| 42 | 30        | 11 | 23 | IWS Water Hygiene                      | OMC - Water Hygiene Risk Assessment                              | BACS    | 104/4056                     | 350.00     | 70.00  | 420.00     |
| 43 | 30        | 11 | 23 | CPC                                    | OMC - Cloakroom Supplies                                         | BACS    | 104/4059                     | 46.56      | 9.31   | 55.87      |
| 44 | 30        | 11 | 23 | TechCare Limited                       | Monthly IT Support                                               | BACS    | 107/4139                     | 914.23     | 182.85 | 1,097.08   |
| 45 | 30        | 11 | 23 | Central Cherry Picker Services Limited | Xmas Trees - Install Tree Lights                                 | BACS    | 203/4260                     | 220.00     | 0.00   | 220.00     |
| 46 | 30        | 11 | 23 | Lloyds Bank                            | Petty Cash Top-Up                                                | CARD    | 107/4059                     | 100.00     | 0.00   | 100.00     |
| 47 | 30        | 11 | 23 | Lloyds Bank                            | Cash Fee                                                         | CARD    | 107/4059                     | 2.50       | 0.00   | 2.50       |
| 48 | 01        | 12 | 23 | Lloyds Bank                            | Monthly Fee                                                      | CARD    | 107/4165                     | 3.00       | 0.00   | 3.00       |
| 49 | 06        | 12 | 23 | Poster My Wall                         | Monthly Subscription                                             | CARD    | 108/4171                     | 8.93       | 0.00   | 8.93       |
| 50 | 12        | 12 | 23 | EE                                     | Contract Charges for Samsung Tablet and Samsung Mobile Phone     | DD      | 107/4057                     | 48.74      | 9.75   | 58.49      |
| 51 | 15        | 12 | 23 |                                        | Employee Costs Month 9                                           | BACS    | 107/4019 & 104/4019          | 17,109.81  | 0.00   | 17,109.81  |
| 52 | 15        | 12 | 23 |                                        | LGPS Month 9                                                     | BACS    | 107/4019 & 104/4019          | 6,061.61   | 0.00   | 6,061.61   |
| 53 | 15        | 12 | 23 |                                        | NI/PAYE Month 9                                                  | BACS    | 107/4019 & 104/4019          | 6,853.51   | 0.00   | 6,853.51   |
| 54 | 15        | 12 | 23 | Sage                                   | Payroll 01-12-23 to 31-12-23                                     | DD      | 107/4139                     | 8.00       | 1.60   | 9.60       |
| 55 | 15        | 12 | 23 | J&B Medical Event Services             | Xmas Event - 25 November 23 - First Aid Cover                    | BACS    | 213/4262                     | 65.00      | 0.00   | 65.00      |
| 56 | 15        | 12 | 23 | G E Collis and Sons Limited            | OMC - Emulsion Paint & Satin Paint [Unit 5]                      | BACS    | 104/4056                     | 53.96      | 10.78  | 64.74      |
| 57 | 15        | 12 | 23 | G E Collis and Sons Limited            | Xmas Trees/Lights - 25mm Holesaw, Soldering Iron, Hammer         | BACS    | 203/4260                     | 53.33      | 10.68  | 64.01      |
| 58 | 15        | 12 | 23 | G E Collis and Sons Limited            | Rock Salt                                                        | BACS    | 104/4056                     | 141.60     | 28.40  | 170.00     |
| 59 | 15        | 12 | 23 | G E Collis and Sons Limited            | Xmas Trees/Lights - Nuts & Bolts, Heavy Duty Lock, Spade, Cutter | BACS    | 203/4260                     | 65.92      | 13.20  | 79.12      |
| 60 | 15        | 12 | 23 | G E Collis and Sons Limited            | OMC - Items for Greenhouse                                       | BACS    | 104/4056                     | 32.42      | 6.46   | 38.88      |
| 61 | 15        | 12 | 23 | G E Collis and Sons Limited            | Knife & Blades                                                   | BACS    | 104/4056                     | 6.36       | 1.28   | 7.64       |
| 62 | 15        | 12 | 23 | Screwfix                               | Adaptable Box, Rubber Washers, Hard Base Tool Bag                | BACS    | 203/4260 & 104/4056          | 47.05      | 9.41   | 56.46      |
| 63 | 15        | 12 | 23 | Screwfix                               | Site Gloves, Woodscrews, 18v Impact Driver                       | BACS    | 104/4056                     | 63.30      | 12.66  | 75.96      |
| 64 | 15        | 12 | 23 | Screwfix                               | Staff - Site Trousers                                            | BACS    | 211/4754                     | 16.66      | 3.32   | 19.98      |
| 65 | 15        | 12 | 23 | Screwfix                               | Paper Rolls Blue 2-Ply and Spanner Set                           | BACS    | 212/4766 & 104/4056          | 61.64      | 12.33  | 73.97      |
| 66 | 15        | 12 | 23 | Screwfix                               | Leaf Blower                                                      | BACS    | 104/4056                     | 141.66     | 28.33  | 169.99     |
| 67 | 15        | 12 | 23 | Screwfix                               | Drill Set                                                        | BACS    | 104/4056                     | 133.33     | 26.66  | 159.99     |
| 68 | 15        | 12 | 23 | Flagpole Express Limited               | New Flag Pole - Burntwood Library                                | BACS    | 211/4754                     | 966.00     | 193.20 | 1,159.20   |
| 69 | 15        | 12 | 23 | J&M Electrical Supplies                | Xmas Trees - Rubber Flexible Cable                               | BACS    | 203/4260                     | 51.75      | 10.35  | 62.10      |
| 70 | 15        | 12 | 23 | Seventeen43 Limited                    | Xmas Event - 20.11.23 - Event Control                            | BACS    | 213/4262                     | 265.00     | 0.00   | 265.00     |
| 71 | 15        | 12 | 23 | Seventeen43 Limited                    | Xmas Event - 25.11.23 - Event Control                            | BACS    | 213/4262                     | 450.00     | 0.00   | 450.00     |
| 72 | 15        | 12 | 23 | inLIFE Design Limited                  | Website Package, Security Updates, Hosting and Backups - Nov 23  | BACS    | 108/4171                     | 229.00     | 45.80  | 274.80     |
| 73 | 15        | 12 | 23 | Pat Collins Funfairs                   | Xmas Event - 25 November 23 - Miami Ride                         | BACS    | 213/4262                     | 1,600.00   | 0.00   | 1,600.00   |
| 74 | 15        | 12 | 23 | Pat Collins Funfairs                   | Xmas Event - 25 November 23 - Two Childrens Rides                | BACS    | 213/4262                     | 850.00     | 0.00   | 850.00     |
| 75 | 15        | 12 | 23 | Cherry Orchard Garden Services         | Cutting/strimming back of long grass - Stables Way               | BACS    | 211/4754                     | 300.00     | 0.00   | 300.00     |
| 76 | 15        | 12 | 23 | Got2Sing Choir                         | Xmas Event - 25 November 23 - Choir                              | BACS    | 213/4262                     | 75.00      | 0.00   | 75.00      |
| 77 | 15        | 12 | 23 | D.T.H. Churchyard & Cemetery Services  | Cemetery - Grave Digger                                          | BACS    | 401/4810                     | 700.00     | 0.00   | 700.00     |
| 78 | 15        | 12 | 23 | Bert and Gerts Limited                 | Xmas Event - 25 November 23 - Stall Provision & Lighting         | BACS    | 213/4262                     | 1,730.00   | 346.00 | 2,076.00   |
| 79 | 15        | 12 | 23 | Festival Glitter and Henna             | Xmas Events - 25.11.23 & 20.11.23 - Face Glitter                 | BACS    | 213/4262                     | 200.00     | 0.00   | 200.00     |
| 80 | 15        | 12 | 23 | Burntwood Memorial Institute           | Room Hire [25.01.2024]                                           | BACS    | 107/4059                     | 66.00      | 0.00   | 66.00      |
| 81 | 15        | 12 | 23 | Burntwood Memorial Institute           | Room Hire [14.03.2024]                                           | BACS    | 107/4059                     | 66.00      | 0.00   | 66.00      |
| 82 | 15        | 12 | 23 | Chase Engraving Centre                 | Cemetery - Plaque                                                | BACS    | 401/4163                     | 20.00      | 0.00   | 20.00      |
| 83 | 15        | 12 | 23 | The Stambridge Group                   | Yearly Key Holding Registration Fee 2023                         | BACS    | 104/4056                     | 143.00     | 28.60  | 171.60     |
| 84 | 15        | 12 | 23 | Staffordshire Signs and Graphics       | Welcome Space - Stickers                                         | BACS    | 211/4754                     | 28.00      | 5.60   | 33.60      |
| 85 | 15        | 12 | 23 | Octopus Energy                         | OMC Gas & Electric [period 01.11.23 to 30.11.23]                 | DD      | 104/4055                     | 1,077.27   | 215.45 | 1,292.72   |
| 86 | 18        | 12 | 23 | Keelys LLP                             | Chaps Payment - Former Chase Terrace Methodist Church            | BACS    | 501/4903                     | 244,296.00 | 416.60 | 244,712.60 |

|     | DATE PAID |    |    |  | PAYEE                                      | DESCRIPTION OF SERVICE                                              | CHQ NO. | COST CENTRES & NOMINAL CODES | SUB TOTAL | VAT    | TOTAL     |
|-----|-----------|----|----|--|--------------------------------------------|---------------------------------------------------------------------|---------|------------------------------|-----------|--------|-----------|
|     |           |    |    |  |                                            |                                                                     |         |                              | £         | £      | £         |
| 87  | 18        | 12 | 23 |  | Unity Trust Bank                           | Chaps Payment Fee                                                   | BACS    | 107/4220                     | 28.00     | 0.00   | 28.00     |
| 88  | 29        | 12 | 23 |  | Focus Group                                | Monthly Line Rental                                                 | DD      | 107/4057                     | 151.32    | 30.26  | 181.58    |
| 89  | 29        | 12 | 23 |  | MB Office Systems Limited                  | Photocopier Charges for Mono & Colour [Billing Period Nov-23]       | DD      | 107/4211                     | 60.13     | 12.02  | 72.15     |
| 90  | 29        | 12 | 23 |  | Screwfix                                   | Head Torch, Fibreglass Mesh Tape, Cable Clips                       | BACS    | 104/4056                     | 27.18     | 5.43   | 32.61     |
| 91  | 29        | 12 | 23 |  | Fire Services Central Limited              | OMCC - Emergency Lighting Service                                   | BACS    | 104/4056                     | 214.99    | 43.00  | 257.99    |
| 92  | 29        | 12 | 23 |  | Chase Engraving Centre                     | Cemetery - Memorial Wall Plaque                                     | BACS    | 401/4163                     | 20.00     | 0.00   | 20.00     |
| 93  | 29        | 12 | 23 |  | Active 60's Group                          | Better Burntwood Fund                                               | BACS    | 302/4416                     | 250.00    | 0.00   | 250.00    |
| 94  | 29        | 12 | 23 |  | TechCare Limited                           | Monthly IT Support                                                  | BACS    | 107/4139                     | 884.23    | 176.85 | 1,061.08  |
| 95  | 29        | 12 | 23 |  | G E Collis and Sons Limited                | OMCC - Lighting - Connection Boxes, Connector                       | BACS    | 104/4056                     | 16.75     | 3.37   | 20.12     |
| 96  | 29        | 12 | 23 |  | Unity Trust Bank                           | Charges between 04.09.23 to 04.12.23                                | DD      | 107/4220                     | 2.40      | 0.00   | 2.40      |
| 97  | 29        | 12 | 23 |  | G E Collis and Sons Limited                | Cemetery - Bucket                                                   | BACS    | 401/4163                     | 5.25      | 1.04   | 6.29      |
| 98  | 29        | 12 | 23 |  | G E Collis and Sons Limited                | OMCC - Items for Greenhouse                                         | BACS    | 104/4056                     | 31.11     | 6.21   | 37.32     |
| 99  | 29        | 12 | 23 |  | G E Collis and Sons Limited                | OMCC - Items for Greenhouse                                         | BACS    | 104/4056                     | 31.32     | 6.28   | 37.60     |
| 100 | 29        | 12 | 23 |  | Viking                                     | Office Stationery                                                   | BACS    | 107/4211                     | 71.84     | 14.37  | 86.21     |
| 101 | 29        | 12 | 23 |  | Oldham Council                             | CCIN Membership Fees 2023-2024                                      | BACS    | 107/4170                     | 250.00    | 0.00   | 250.00    |
| 102 | 29        | 12 | 23 |  | Burntwood Family History Group             | Better Burntwood Fund                                               | BACS    | 302/4416                     | 349.98    | 0.00   | 349.98    |
| 103 | 29        | 12 | 23 |  | Roadtech Cutting Services Limited          | Xmas Event 25.11.23 Road Closure                                    | BACS    | 213/4262                     | 847.50    | 169.50 | 1,017.00  |
| 104 | 29        | 12 | 23 |  | Friends of Burntwood Library               | Xmas Tree - Purchase of Florists Wire & Red Bow                     | BACS    | 203/4260                     | 16.98     | 0.00   | 16.98     |
| 105 | 29        | 12 | 23 |  | D J Ball                                   | BTC Student Award in Memory of Stephen Sutton MBE                   | BACS    | 302/4760                     | 1,000.00  | 0.00   | 1,000.00  |
| 106 | 29        | 12 | 23 |  | S M Crompton                               | BTC Student Award in Memory of Stephen Sutton MBE                   | BACS    | 302/4760                     | 1,000.00  | 0.00   | 1,000.00  |
| 107 | 29        | 12 | 23 |  | Fulfen Primary School                      | CIL Application - Soup Garden & Polytunnel Project                  | BACS    | 100/4998                     | 5,000.00  | 0.00   | 5,000.00  |
| 108 | 29        | 12 | 23 |  | The Stambridge Group Ltd                   | Cemetery Open/Close November 2023                                   | BACS    | 401/4863                     | 240.00    | 48.00  | 288.00    |
| 109 | 29        | 12 | 23 |  | J&M Electrical Supplies                    | OMCC Lighting Battens                                               | BACS    | 104/4056                     | 76.50     | 15.30  | 91.80     |
| 110 | 29        | 12 | 23 |  | J.W.S. Design and Landscapes               | Cemetery - leaves collection and disposal                           | BACS    | 401/4864                     | 180.00    | 0.00   | 180.00    |
| 111 | 29        | 12 | 23 |  | J.W.S. Design and Landscapes               | Cemetery - Mowing Maintenance                                       | BACS    | 401/4864                     | 4,036.00  | 0.00   | 4,036.00  |
| 112 | 01        | 01 | 24 |  | Lloyds Bank                                | Monthly Fee                                                         | CARD    | 107/4165                     | 3.00      | 0.00   | 3.00      |
| 113 | 06        | 01 | 24 |  | Poster My Wall                             | Monthly Subscription                                                | CARD    | 108/4171                     | 8.93      | 0.00   | 8.93      |
| 114 | 12        | 01 | 24 |  | EE                                         | Contract Charges for Samsung Tablet and Samsung Mobile Phone        | DD      | 107/4057                     | 48.74     | 9.75   | 58.49     |
| 115 | 15        | 01 | 24 |  |                                            | Employee Costs Month 10                                             | BACS    | 107/4019 & 104/4019          | 12,370.64 | 0.00   | 12,370.64 |
| 116 | 15        | 01 | 24 |  |                                            | LGPS Month 10                                                       | BACS    | 107/4019 & 104/4019          | 4,245.32  | 0.00   | 4,245.32  |
| 117 | 15        | 01 | 24 |  |                                            | NI/PAYE Month 10                                                    | BACS    | 107/4019 & 104/4019          | 3,941.59  | 0.00   | 3,941.59  |
| 118 | 15        | 01 | 24 |  | Sage                                       | Payroll 01-01-24 to 31-01-24                                        | DD      | 107/4139                     | 8.00      | 1.60   | 9.60      |
| 119 | 15        | 01 | 24 |  | Zurich Town & Parish                       | Former Chase Terrace Methodist Church - Insurance up to 08.06.24    | BACS    | 107/4221                     | 56.01     | 0.00   | 56.01     |
| 120 | 15        | 01 | 24 |  | Zurich Town & Parish                       | OMCC - Lift Inspection Contract 12.02.2024 to 11.02.2025            | BACS    | 104/4056                     | 412.00    | 60.00  | 472.00    |
| 121 | 15        | 01 | 24 |  | Chasetown & District Horticultural Society | Better Burntwood Fund                                               | BACS    | 302/4416                     | 400.00    | 0.00   | 400.00    |
| 122 | 15        | 01 | 24 |  | Lichfield District Council                 | OMCC - Garden Waste Bins x 2                                        | BACS    | 104/4059                     | 80.00     | 0.00   | 80.00     |
| 123 | 15        | 01 | 24 |  | J&M Electrical Supplies                    | OMCC - Lighting Battens                                             | BACS    | 104/4056                     | 546.50    | 109.30 | 655.80    |
| 124 | 15        | 01 | 24 |  | D.T.H. Churchyard & Cemetery Services      | Cemetery - Grave Digger                                             | BACS    | 401/4810                     | 430.00    | 0.00   | 430.00    |
| 125 | 15        | 01 | 24 |  | inLIFE Design Limited                      | Website Package, Security Updates, Hosting and Backups - Dec 23     | BACS    | 108/4171                     | 229.00    | 45.80  | 274.80    |
| 126 | 15        | 01 | 24 |  | G E Collis and Sons Limited                | Tape, 4" Roller Kit, Roller Refills, Countersink Bit                | BACS    | 104/4056                     | 35.86     | 7.17   | 43.03     |
| 127 | 15        | 01 | 24 |  | G E Collis and Sons Limited                | Padlock, Padlock Squire, Mortice Lock, Key Cutting Mortice/Cylinder | BACS    | 502/4065                     | 101.99    | 20.40  | 122.39    |
| 128 | 15        | 01 | 24 |  | G E Collis and Sons Limited                | Flooring Chisel, Tread Lock, AAA Batteries, Pen Light, Torch        | BACS    | 502/4065                     | 27.47     | 5.50   | 32.97     |
| 129 | 15        | 01 | 24 |  | G E Collis and Sons Limited                | Mitre Band, "B" Wood Trim, "E" Wood Trim                            | BACS    | 502/4065                     | 11.44     | 2.28   | 13.72     |
| 130 | 15        | 01 | 24 |  | Screwfix                                   | OMCC - Gents Toilet - Undersink Water Heater                        | BACS    | 104/4056                     | 128.33    | 25.67  | 154.00    |
| 131 | 15        | 01 | 24 |  | Screwfix                                   | Chisel Set                                                          | BACS    | 104/4056                     | 44.16     | 8.83   | 52.99     |

|     | DATE PAID | PAYEE                         | DESCRIPTION OF SERVICE                         | CHQ NO. | COST CENTRES & NOMINAL CODES | SUB TOTAL  | VAT      | TOTAL      |
|-----|-----------|-------------------------------|------------------------------------------------|---------|------------------------------|------------|----------|------------|
|     |           |                               |                                                |         |                              | £          | £        | £          |
| 132 | 13 10 23  | Stannah Lift Services Limited | OMC Lift Service [period 28-12-23 to 27-03-24] | BACS    | 104/4056                     | 83.51      | 16.70    | 100.21     |
| 133 | 18 01 24  | BNP Paribas Leasing Solutions | Lease of Photocopier                           | DD      | 107/4211                     | 100.63     | 20.13    | 120.76     |
|     |           |                               |                                                |         |                              |            |          |            |
|     |           |                               |                                                |         |                              |            |          |            |
|     |           |                               |                                                |         |                              |            |          |            |
|     |           |                               |                                                |         |                              | 348,565.02 | 3,385.42 | 351,950.44 |

## PETTY CASH SPEND

| <u>DATE</u> | <u>ITEM</u>                                        | <u>SPEND</u> | <u>CASH OUT<br/>BANK</u> |
|-------------|----------------------------------------------------|--------------|--------------------------|
| 26.10.2023  | Bleach & Bin Bags                                  | £4.36        |                          |
| 20.11.2023  | Spare Keys cut for new Flag Pole at Sankeys Corner | £5.50        |                          |
| 30.11.2023  | Petty Cash Top UP                                  |              | £100.00                  |
| 30.11.2023  | Christmas Gift Wrap [for Xmas Presents]            | £11.90       |                          |
| 13.12.2023  | Warmer Space Meeting - Mince Pies etc              | £13.49       |                          |
|             | Balance                                            | £85.67       |                          |

**AGENDA ITEM 4 - ENCLOSURE NO. 2B**

| Agenda Item                                                                                                                                                               | Date                               | Decision                                                                                                                                                                                                                                                                                                                                  | Action update                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Target Date | Officer Lead    | Member Lead |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------|
| Update of Traffic Island Planting – The Committee is asked to investigate the possible partial redesign of the Town's traffic island planting to make them more colourful | 08 June 2022<br><br>10 August 2022 | That Councillor Norman and the Town Clerk continue to investigate the possibility of a "Brighter Burntwood"<br><br>That an interim report on capital costs and maintenance costs etc be submitted to the next P&R Cmtte on 13 October 2022 and that the Town Clerk investigates the possibilities of using Cannock Chase District Council | <i>Still ongoing. Report to P&amp;R Feb 23 suggesting investment in new planters.</i>                                                                                                                                                                                                                                                                                                                                                                                       | Spring 2024 | Steve Lightfoot | Cllr Norman |
| Planters and flower displays – to consider the purchase of 21 planters                                                                                                    | 09 February 2023                   | That the content of the report be noted. That the Committee authorises the Town Clerk to work with other authorities to assess suitable locations for the planters. That the money in the reserves for Public Conveniences [which are not being pursued at the moment] be used for planters and flowers                                   | <i>Still ongoing. Meeting with Mary Lee on 07.03.2023 which included Mr Lightfoot.<br/><br/>Another meeting with Mary Lee on 22.03.2023 which included Mr Lightfoot and Cllr Norman.<br/>Now awaiting a response from Mary Lees on locations and ideas put forward at the meeting.<br/><br/>23.06.23. email exchange with County officers<br/>Continues to lead to deadlock with the County officers suggesting we will need licences and possibly planning permission.</i> |             |                 |             |

| Agenda Item                                                                                                                                                        | Date             | Decision                                                                                                                                                                                                                                                           | Action update                                                                                                                                                                                                                                                                                                           | Target Date | Officer Lead    | Member Lead   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|---------------|
|                                                                                                                                                                    |                  | displays around the Town                                                                                                                                                                                                                                           | <p><i>Agenda item to discuss approach at next P&amp;R with verbal update.</i></p> <p><i>Investigating the possibility of hanging basket from lampposts at suitable locations.</i></p> <p><i>23.10.23. possible location identified. Suppliers identified. Waiting to hear from power company for licence terms.</i></p> |             |                 |               |
| Restoration of Finger Posts – to examine the possibility of restoring the three historic finger posts in the Parish of Burntwood                                   | 01 December 2022 | The Town Council adopt the fingerposts [namely corner of Farewell Lane, Junction of Hospital Road and Junction of Coulter Lane] and use in-house resource to refurbish them in place, by cleaning, removing rust and repainting at a cost of approximately £1,000. | <p><i>Still ongoing. Assessment of the state of the posts has been carried out. Refurbishment planning for spring 2023</i></p> <p><i>Work started on the repairing/refurbishing as stated.</i></p>                                                                                                                      | April 2024  | Steve Lightfoot | Cllr Woodward |
| Solar Panels and Environment Plan – Verbal Update. Research is being done but is taking longer than hoped for and a report will be brought to the February meeting | 01 December 2022 | A report would be presented to the next meeting of the P&R Cmtte on 09 February 2023                                                                                                                                                                               | <p><i>Reported again to the 09.02.2023 meeting</i></p> <p><i>Preliminary work regarding electricity consumption being undertaken.</i></p> <p><i>Town clerk in discussion with 2 brokerage firms to compare costs, installation arrangement etc.</i></p>                                                                 |             | Steve Lightfoot | Cllr Woodward |

| Agenda Item                                                                                                                                                       | Date             | Decision                                                                                                                                                                                                                                                               | Action update                                                                                                                                                                                                                                                                                | Target Date | Officer Lead    | Member Lead   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|---------------|
|                                                                                                                                                                   | 11 April 2023    | The Town Clerk be directed to further investigate the installation of solar panels for OMC, work with appropriate supplier and produce a detailed report for consideration                                                                                             | <i>Town Clerk in talks with an energy broker regarding various options available to the Town Clerk.<br/>Report for consideration to P&amp;R 09/23</i>                                                                                                                                        | Autumn 23   |                 |               |
| Purchase of the Former Chase Terrace Methodist Church Building – The Committee is asked to consider whether or not they wish to pursue the purchase of the church | 09 February 2023 | That, if the Town Council's offer is accepted then the Town Council agree to purchase the property (subject to due diligence), release the bond into the Town Council's current account, and authorise the Town Clerk to instruct solicitors to complete the purchase. | <i>Asset of Community Value – Decision Notice dated 28.02.2023 [cannot be sold within six months – 28.08.2023; and if sold within five years the buyer must be told of its Asset of Community Value]<br/><br/>Legal advice sought. Article published in Lichfield Live giving an update.</i> |             | Steve Lightfoot | Cllr Woodward |
|                                                                                                                                                                   | 11 April 2023    | Agreed that Town Clerk would obtain two valuations for the property (DVS and Burley Browne)                                                                                                                                                                            | <i>Legal advice received from Keelys on 04.04.2023</i>                                                                                                                                                                                                                                       |             |                 |               |
|                                                                                                                                                                   | June 2023        |                                                                                                                                                                                                                                                                        | <i>Discussion between BTC leader and LDC about working more closely and involving LDC in the bid. LDC are undertaking responsibility for valuation.</i>                                                                                                                                      |             |                 |               |

| Agenda Item                                               | Date          | Decision                                                                  | Action update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Target Date                | Officer Lead    | Member Lead  |
|-----------------------------------------------------------|---------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|--------------|
|                                                           | 18 July 2023  | Agreed that Town Clerk would find out when the valuation was taking place | <p><i>Valuation took place mid-August. BTC leader in discussion with LDC officer</i></p> <p><i>As of 27.10 – LDC made an offer for the church which was accepted. Solicitors instructed, searches and surveys being carried out.</i></p> <p><i>Community Ownership Fund application submitted. If successful, this would cover 80% of the purchase cost, and refurbishment.</i></p> <p><i>Report to Full Council 15.11 for Go / No Go decision.</i></p> <p><b>21/12/24. Purchase Completed.</b></p>                                                                                                                                        |                            |                 |              |
| Installation of 3 Defibrillators in redundant phone boxes | 15 March 2023 |                                                                           | <p><i>22.03.23 Staff went out to look at the repairs needed and the electricity supply at Morley Road Shopping Centre; Oakdene Road and Fernleigh Avenue [Ryecroft Shops].</i></p> <p><i>23.03.23 The cabinets are now in the office ready to be installed.</i></p> <p><i>18.07.23 The phone box at Morley Road Shopping Centre is awaiting Cllr D Ennis to install the defib [everything else has been completed]. Oakdene Road and Fernleigh Avenue are still to be completed, awaiting materials.</i></p> <p><i>Defib locations have been cleaned and repairs have had repairs carried out. Slight delay due to staff sickness.</i></p> | End of September/ on going | Steve Lightfoot | Cllr D Ennis |

| Agenda Item         | Date         | Decision                                                                                                                                      | Action update                                                                                                                                                                                                                                                                                                                                                                                                                            | Target Date                                            | Officer Lead                   | Member Lead                                                      |
|---------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------|------------------------------------------------------------------|
|                     |              |                                                                                                                                               | <i>Problem identified with power supply for Redwood. Investigating use of solar / batteries.</i>                                                                                                                                                                                                                                                                                                                                         |                                                        |                                |                                                                  |
| Flag Pole[s]        | 17 July 2023 |                                                                                                                                               | See report.<br><br><i>Supplier selected for pole 1 (Burntwood Library) arrangements for installation tbc</i><br><br><b>Flagpole installed. Completed.</b>                                                                                                                                                                                                                                                                                | If approved installation should be complete end of Oct | Steve Lightfoot                | Cllr Woodward                                                    |
| Strategic Plan      | 17 July 2023 |                                                                                                                                               | On going.<br>Linked to Brand and Values Development Group to be stood up.                                                                                                                                                                                                                                                                                                                                                                | April 24.                                              | Steve Lightfoot / KH           | Cllr D Ennis [Leader] & Cllr Norman [Vice-Chair] & Cllr Woodward |
| Investment Strategy | 17 July 2023 |                                                                                                                                               | The Finance Officer to provide an update in due course.                                                                                                                                                                                                                                                                                                                                                                                  | March 24                                               | Steve Lightfoot & Alison James | Cllr Woodward                                                    |
| CIL Expenditure     | 17 July 2023 | Target date for installation of cycle racks<br><br>Target date for heritage trail<br><br>[Both had been approved by P&D Cmtte on 12 May 2022] | <i>18.07.2023 Locations identified by Cllr D Ennis awaiting inspection on whether the locations are suitable by the Response and Repair Team and then landowners permission will be sought.<br/>7.9.23 Locations inspected for suitability and 3/5 site owners responded and given permission. Type of rack has been identified with option to powder coat. Heritage Trail is external project. Book complete and ready for editing.</i> | Late Autumn 23                                         | Kat Horner                     | Cllr Woodward                                                    |

| Agenda Item          | Date         | Decision | Action update                                                                                                                                                                                                                                                                                     | Target Date | Officer Lead        | Member Lead   |
|----------------------|--------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|---------------|
|                      |              |          | Cycle racks purchased and delivered.<br>Awaiting installation                                                                                                                                                                                                                                     |             |                     |               |
| Standing Orders      | 17 July 2023 |          | <p><i>Small Task Group</i></p> <p><i>P&amp;R to stand up task group</i></p> <p><i>Email sent to Members with document 27.10.2023</i></p> <p><i>JM arranging dates for group to meet</i></p> <p><i>Group met Dec 23 and made some suggestions for updates and formatting.</i></p>                  | May 24      | Steve Lightfoot /JM | Cllr Woodward |
| Code of Conduct      | 17 July 2023 |          | <p><i>Small Task Group</i></p> <p><i>P&amp;R to stand up task group</i></p> <p><i>Email sent to Members with document 27.10.2023</i></p> <p><i>Code of Conduct was approved and readopted May 23</i></p> <p><i>TG met Dec 23 and agreed Code of Conduct. – readopt at Full Council May 24</i></p> | May 24      | Steve Lightfoot /JM | Cllr Woodward |
| Financial Regulation | 17 July 2023 |          | <p><i>Small task group</i></p> <p><i>P&amp;R to stand up task group.</i></p> <p><i>Email sent to Members with documents 27.10.2023</i></p> <p><i>JM arranging dates for group to meet.</i></p>                                                                                                    | Nov 23      | Steve Lightfoot /JM | Cllr Woodward |

| Agenda Item                                            | Date         | Decision                                                                                         | Action update                                                                                                                                                                                                                                                               | Target Date | Officer Lead       | Member Lead    |
|--------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|----------------|
|                                                        |              |                                                                                                  | <i>Task Group met Dec. NALC revising model standing orders. Will review when NALC publish new model.</i>                                                                                                                                                                    |             |                    |                |
| Risk Register                                          | 17 July 2023 |                                                                                                  | <i>Small task group</i><br><i>P&amp;R to stand up task group</i><br><i>Email sent to Members with document 27.10.2023</i><br><i>JM arranging dates for group to meet.</i><br><i>Group met and reviewed. Town Clerk to Add CTCC risks</i><br><i>Task Group met December.</i> | May 24      | Steve Lightfoot/JM | Cllr Woodward  |
| Complaints Panel                                       |              | To agree to arrange a Complaints Panel, as and when required.<br>Adopt revised Complaints Policy | <i>Draft policy complete for adoption in March</i>                                                                                                                                                                                                                          | March 24    | Steve Lightfoot    | Cllr Woodward. |
| IT Strategy                                            |              | To approve tender specifications for on-going replacement of IT                                  | <i>Draft tender in development</i>                                                                                                                                                                                                                                          | March 24    | Steve Lightfoot    | Cllr D Ennis   |
| Burntwood Cemetery – Sister Dora Avenue – Wild Flowers |              | To approve the creation of a wildflower garden and agree budget                                  | <i>Quotes being sought from specialist companies.</i>                                                                                                                                                                                                                       | March 2024  | Steve Lightfoot    | Cllr Norman    |

# Policy and Resources Committee

## 18 January 2024

### Proposed New Newsletter - Lichfield & Burntwood Independent

#### 1. Purpose of report

To advise members of the imminent launch of a new free local newspaper containing local news, sports, and information.

#### 2. Background

Since the demise of free local newspapers that cover the town, there has been a noticeable increasing challenge to make sure messages and information is received by residents. The rise in social media, while allowing anyone to publish anything, at any time to a reasonable wide coverage, however, due to the increase in content online, there is also an increase in difficulty in finding the right audience, as well as for people searching for general information to find what they are looking for.

Social Media can work well, and costs nothing or a relatively small amount to use, it is rapid, and it can support good engagement, but many people feel there is a huge gap left by local print newspapers.

#### 3. Proposal

The Chair of Policy and Resources Committee and the Town Clerk recently met with the Managing Editor of Lichfield Community Media- LCM (the not-for-profit producers of Lichfield Live news website.) The Directors of LCM agree that there is a gap in the market for printed news, and also understand the difficulties of gathering content, cost, and distribution, but have substantially developed a plan to produce a printed free newspaper for limited distribution across Lichfield and Burntwood.

A trial run, initially set for 4 fortnightly editions with a print run of no more than 5000, LCM is determined to work with local partners, advertisers, community groups and sports club to gather and distribute content across the main settlements in the district.

This venture is none-profit (LCM will be undertaking costs), distribution will be via collection points (for example libraries), and content will be based on Lichfield Live. The new newspaper will help build a sense of community cohesion, help promote the town's internal dialogue and assist a potentially forgotten demographic keep in touch with local news and events.

Burntwood Town Council can assist by helping to promote the newspaper, allowing our venues to be a collection point and consider using paid for advertising space when appropriate.

#### **4. Recommendation**

That members note the contents of this report.

#### **Contact Officer**

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# Policy and Resources Committee

## 18 January 2024

### Chase Terrace Community Centre

#### 1. Purpose of report

To note and approve initial arrangements to open the former Chase Terrace Methodist Church as a Community Building.

#### 2. Background

As members will know, Burntwood Town Council acquired the freehold of the former Chase Terrace Methodist Church in December 2023 with a view to upgrading the building and use it as a venue for community groups for meeting, activities, arts, and social gathering.

The building is reasonable condition but having been largely unused since August 2022 was in need of some immediate work and repair, as well as the removal of a quantity of no longer needed furniture and equipment. Officers, with the approval of the Leader and Chair of Policy and Resource took steps to implement necessary repairs and make arrangement to remove the furniture and equipment.

A bid to the Community Ownership Fund (managed by the Department for Levelling Up, Housing and Communities) for significant funds to enable the Council to fully refurbish the building failed, but officers sought advice and discovered that the application had merit, and met the criteria, so is currently resubmitted. The terms of the funding would mean that the grant would cover 80% of refurbishment costs, and Burntwood Town Council would undertake to fund the remaining 20%. The application currently is asking for up to £150,000 for the refurbishment and up to £25,000 to support first year revenue funding. These figures are unconfirmed at the present time.

#### 3. Recommendation

- i) That the Town Clerk be authorised to continue work as required to bring the building up to the necessary standard for re-opening, in consultation with the Leader, Chair of Policy and Resources Committee, and that a budget of £5,000 be established to fund (from reserves) necessary work be agreed.
- ii) That the Committee in principle, agree that if an offer of a grant from the Community Opportunities Fund is received, that the Town Council will fund the 20% of refurbishment cost.

#### Contact Officer

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