Burntwood
TOWN COUNCIL
BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

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

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Our Ref: SL/JM

16 May 2024

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Town Council to be held on **Thursday 23 May 2024 at Burntwood Library, Bridge Cross Road, Burntwood** at which the business set out below will be transacted.

PLEASE NOTE: The meeting will commence immediately after the Annual Town Meeting which will commence at 6pm.

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.

COUNTY COUNCILLOR PLATFORM
County Councillors present are offered up to five minutes to give an update.

AGENDA

1. ELECTION OF TOWN COUNCIL CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE

2. ELECTION OF TOWN COUNCIL VICE-CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

5. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 14 March 2024 (Minute Nos. 66-83) (**ENCLOSURE NO. 1**).

6. TO APPOINT CHAIR, VICE-CHAIR AND MEMBERS OF COMMITTEES

The Council is asked to appoint Councillors to the Committees that it has set up (**ENCLOSURE NO. 2 – TO FOLLOW**).

7. CHAIR'S REPORT

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

8. MEMBERS QUESTIONS

9. CHASE TERRACE COMMUNITY CENTRE

To accept the offer made by Department of Levelling Up, Housing and Communities of a grant of £180,131 from the Community Opportunities Fund to refurbish the Chase Terrace Community Centre and approve the match funding of £45,035 from General Reserve (**ENCLOSURE NO. 3**).

10. GENERAL POWER OF COMPETENCE

Members are asked to recommend that The Town Council resolves from 27 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR 2023/24 INCLUDING ACCOUNTING STATEMENTS

Council is asked to consider the recommendations in the attached report (**ENCLOSURE NO. 4**) relating to the draft Annual Governance and Accountability Return 2023/24 (**ENCLOSURE NO. 5**), the Internal Auditor's letter (**ENCLOSURE NO. 6**) and report (**ENCLOSURE NO. 7**), the Detailed Income and Expenditure for 2023/24 (**ENCLOSURE NO.**

8), the Statutory Balance Sheet as at 31st March 2024 (**ENCLOSURE NO. 9**) and the Table of Earmarked Reserves at 31st March 2024 (**ENCLOSURE NO. 10**).

12. INSURANCE RENEWAL

Council is asked to approve the renewal of its annual insurance with its existing insurers Zurich, with cover required from 09 June. The initial renewal premium quoted by Zurich for renewal is £5,657.03. New for this year is to include debt recovery and contract disputes.

13. MODEL PUBLICATION SCHEME

Members are asked to consider and note the Town Council's Model Publication Scheme (**ENCLOSURE NO. 11**)

14. CODE OF CONDUCT

Members are asked to consider and note the Town Council's Code of Conduct (**ENCLOSURE NO. 12**)

15. STANDING ORDERS

Members are asked to consider and note the Town Council's Standing Orders (**ENCLOSURE NO. 13**)

16. RISK ASSESSMENT REGISTER

To review and approve the Town Council's overarching risk register (**ENCLOSURE NO. 14**).

17. SCHEME OF DELEGATION

Members are asked to consider and note the Town Council's Scheme of Delegation (**ENCLOSURE NO. 15**).

18. FINANCIAL REGULATIONS – UPDATE FROM NATIONAL ASSOCIATION OF LOCAL COUNCILS

Members to receive a verbal update.

19. COMMUNITY AND PARTNERSHIPS COMMITTEE – 06 MARCH 2024 AND 08 MAY 2024

Chair of the Community and Partnerships Committee to move that the proceedings of the meetings held on 06 March 2024 (Minute Nos. 52-64) and 08 May 2024 (Minute Nos. 65-74) be received and where necessary approved and adopted (**ENCLOSURE NO. 16A AND 16B**).

20. POLICY AND RESOURCES COMMITTEE – 11 MARCH 2024 AND 07 MAY 2024

Chair of the Policy and Resources Committee to move that the proceedings of the meetings held on 11 March 2024 (Minute Nos. 46-55) and 07 May 2024 (Minute Nos. 56-68) be received and where necessary approved and adopted (**ENCLOSURE NO. 17A AND 17B**).

21. PLANNING AND DEVELOPMENT COMMITTEE – 18 MARCH 2024 AND 22 APRIL 2024

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 18 March 2024 (Minute Nos. 60-66) and 22 April 2024 (Minute Nos.

67-72) be received and where necessary approved and adopted (**ENCLOSURE NO. 18A AND 18B**).

22. 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.

23. COMMUNITY AND PARTNERSHIPS COMMITTEE – 06 MARCH 2024 AND 08 MAY 2024

Chair of the Community and Partnerships Committee to move that the proceedings of the confidential meeting held on 06 March 2024 (Confidential Minute Nos. 62-64) and 08 May 2024 (Confidential Minute Nos. 72-74) be received and where necessary approved and adopted (**ENCLOSURE NO. 19A AND 19B - PINK**).

24. POLICY AND RESOURCES COMMITTEE – 11 MARCH 2024 AND 07 MAY 2024

Chair of the Policy and Resources Committee to move that the proceedings of the confidential meeting held on 11 March 2024 (Confidential Minute Nos. 53-55) and 07 May 2024 (Confidential Minute Nos. 66-68) be received and where necessary approved and adopted (**ENCLOSURE NO. 20A AND 20B – PINK**).

25. PROCUREMENT OF A CONTRACTOR TO UNDERTAKE WORKS TO CHASE TERRACE COMMUNITY CENTRE

See Confidential Report (**ENCLOSURE NO. 21 – 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.

MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL HELD IN THE MAIN HALL, BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD ON THURSDAY 14 MARCH 2024 COMMENCING AT 6.00 PM

PRESENT

Councillor Evans (in the Chair)
Councillors Bacon, Banevicius, Coe MBE, D Ennis, L Ennis, R Ennis, Flanagan, Galvin, Ho, Holdsworth, Kirkham [from 6.03pm], Norman, P Taylor, S Taylor [from 6.34pm], Tranter, Willis-Croft, Wittstock and Woodward

In attendance
S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk
Ms A James, Finance Officer
County Councillor Loughbrough Rudd
County Councillor Wilcox [from 6.02pm]

BURNTWOOD LIONS
The Chair welcomed Frances and John Carr who were representing Burntwood Lions to the meeting. Frances explained that Burntwood Lions were a small group of volunteers, mainly retired professionals, who raise funds to help individuals and families in need, in the Burntwood area.

Frances said that Burntwood Lions raise funds in a variety of ways, for example, market stalls in the town centre once a month, local summer fairs, supermarket collections, sixties dance event and more recently vintage car shows [any opportunity to be involved with community events, to promote their work]. She stated that they help Burntwood Town Council with a white goods scheme, supporting individuals and families struggling financially, to purchase cookers, washing machines, fridges etc. They meet everyone brought to their attention, with a home visit to establish exactly what is required. Often, the need for a piece of equipment is what initially engages the Burntwood Lions with people, but very often there is a need for other support with advice, smaller household items such as bedding, crockery, rugs, and food.

Frances confirmed that referrals for their services come via housing associations [e.g. Bromford], social services, CAB, schools, and local Councillors. She did state that they do not accept direct requests from individuals. Frances confirmed that during their first visit, they provide an information pack containing details of services for families living in Burntwood, especially if they are new to the area. They also find that they are a listening ear or a shoulder to cry on and need to respond accordingly.

Frances explained that their main fundraising enables Burntwood Lions to continue the annual "Santa Special" experience for families with disabled or disadvantaged children. This is held at Statfold Farm, near Tamworth. The families can have a wonderful day in a winter wonderland with rides, exciting things to make and do and a visit to Santa with his elves. All the children they meet during the year are invited to attend this event with their siblings and parents/carers. She explained that the day begins with a ride on the Santa Express Train to Santa's Village and is a day most people never forget. Last Christmas they took almost 600 people to Statfold Farm. It was as good as any Disney Park!

Frances stated that they have a group of "Friends of Burntwood Lions" who assist them at some of the events and they also look to recruit new members to join them. They also provide other free services, including bingo at a nursing home and hand massages/relaxation at Burntwood Library and MHA Communities based at the Old Mining College Centre.

Frances confirmed that during the last eighteen months, Burntwood Lions had received 27 requests for support from Bromford Housing Officers out of a total of 61. Of these the breakdown of items needed were as follows:

6 washing machines
7 cookers
2 beds
5 carpets
3 fridges
1 small household kitchen and lounge items
1 Orcam Reader [not in our remit]

Frances confirmed that there was currently two requests for fridges awaiting funding on the waiting list. Since the pandemic, Francis explained that prices of white goods have increased and with less money in many households, requests have increased. They are able to supply smaller items such as towels, duvet sets, pillows, crockery etc from donations from members of the public, mostly brand new.

Frances explained that they also needed to secure a new storage unit to hold all the donated items. Small pieces of furniture are offered to Burntwood Lions on a regular basis, but they have no storage facility for them – their lofts are getting full! Sometimes they need transport and are seeking use of a transport van for occasional use. Any help would be much appreciated.

Councillor Woodward thanked John and Frances for supporting vulnerable residents in Burntwood. She confirmed that Lichfield District Council is also working with voluntary and community organisations to devise a strategy to eradicate food poverty in the district through a food partnership network and suggested that perhaps Burntwood Lions would like to come along to the next meeting. With regard to a storage unit, Councillor Woodward mentioned that the British Heart Foundation had storage facilities so it may be worth contacting them.

Councillor D Ennis confirmed that he had met with Burntwood Lions earlier in the year and referred to the discussion that had taken place at the Community and Partnerships Committee meeting held on 06 March 2024 where it was agreed that a quarterly report would be completed by the Burntwood Lions which would provide the Committee with further insight into the support received by residents including anecdotal information. He did raise concerns regarding the number of referrals from Bromford and confirmed that he is currently in talks with them regarding funding. Councillor D Ennis stated that Bromford would be looking at funding pots available in the new financial year as he thought that they had a 'internal CIL funding for new homes' pot.

Councillor Coe MBE thanked Burntwood Lions for all of the support that they had given Pathway over the years.

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

66. APOLOGIES FOR ABSENCE

Councillor Bullock [Work Commitments]
Councillor Gittings [Personal Reasons]
Councillor Hancox [Personal Reasons]

The reasons for the apologies were approved.

67. DECLARATIONS OF INTEREST AND DISPENSATIONS

As the Chair's charity was Burntwood Be A Friend, Councillor Woodward referred to her previous declared interest in items referring to Burntwood Be A Friend as she is a Trustee.

68. 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 25 January 2024 (Minute Nos. 52-65) be received and where necessary approved and adopted.

69. CHAIR'S REPORT

The Chair read out the following statement:

First of all can I thank Councillor Coe MBE for taking the last Full Council Meeting which unfortunately I was unable to attend due to illness. Since then however, I have, along with the Leader, attended Ryecroft shopping area to see the new cycle racks installed there and then we went to the Garrick Theatre to launch our partnership with them, which promises to be an exciting opportunity and development for Burntwood.

You have all been notified about my charity quiz night, which is due to be held at the Grangemoor WMC on Saturday 27 April at 7pm on behalf of Burntwood Be A Friend. I am sure you all know that this is an extremely worthwhile charity helping Burntwood residents out in multiple ways. I hope many of you will attend and encourage others as well. It promises to be an enjoyable evening and food is also provided. Please contact Carole at the Old Mining College office for tickets. Tickets are priced at £10 each which includes a buffet. I would also appreciate any raffle prizes you are able to provide, which can either be dropped off at the office or given to me. Please help me to make this event a success for my very worthy charity.

As you may know, the Town Council and the Lichfield Garrick Theatre have recently teamed up to bring a programme of creative activities and events to the town. Community representatives, charities, local groups, and volunteers from Burntwood are invited to a closed showing of Farm Boy on Saturday 23 March at the Memorial Hall. Doors open at 12.30pm for a 1.30pm start. There is no charge to attend the event, but during the afternoon an opportunity will be taken to consult with people present to understand the kind of arts activities they would like to see considered as part of the project. It is hoped that as many Councillors as possible will attend.

As you may be aware, Carole Payne, the Town Council's Administrator will be leaving at the end of the month. I would like to personally thank Carole for all of her hard work over the last 7 years especially in her role as Civic Officer and Cemetery Administrator.

Councillor D Ennis also wished his thanks be recorded to Ms Payne in recognition of her services to the Town Council. He also highlighted the importance of the partnership with the Lichfield Garrick Theatre.

70. MEMBERS QUESTIONS

Councillor Woodward submitted the below question:

Following a wide-ranging discussion earlier this week at the Policy & Resources Committee, can I ask if the Town Council agrees with me that (1) we deplore racism, sexism, ageism, homophobia, transphobia and all such forms of discrimination (as defined in the protected characteristics under the Equalities Act 2010) , (2) we are an inclusive and tolerant organisation which will always seek to represent our residents regardless of their personal characteristics and (3) we will not condone abuse or disrespect towards councillors or staff which does not reflect these values?

Councillor D Ennis, as Leader, provided the following response:

Simply Yes!
Yes, we deplore any forms of discrimination within our amazing Town.
Yes, we are a fully inclusive and tolerant Council.
Yes, we will not condone any abuse to our Staff or Councillors.
These values are important to our residents so they know they can approach our Council and Councillors and be treated professionally and fairly. Also, our Councillors and Staff need to know that we will not accept any form of abuse towards them and we will follow all the correct routes to make sure they are protected. I am sure every Councillor in this room agreed with Sue's question and every Councillor in this room agrees with what's been said. As a show of a commitment to these Values I would simply ask for a show of hands in support of what's been said and show we are united in this.

71. CALENDAR OF MEETINGS

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

RESOLVED That the calendar of Meetings for 2024/25 be received and adopted

72. FINANCIAL UPDATE TO END JANUARY

Councillor Woodward referred to paragraph 3.2 in the Finance Officer's Report and in particular the Lichfield District Council contract maintenance and Staffordshire County Council highways energy and lighting costs. The Finance Officer confirmed that the Lichfield District Council contract maintenance costs related to grass cutting and maintenance at Burntwood Cemetery and traffic island maintenance carried out in 2023/24. She confirmed that the Staffordshire County Council costs related to E.on Energy Solutions Limited who carried out highway lighting maintenance in 2023/24.

Councillor Woodward referred to Cost Centre 107, Nominal Code 4170 Subscription to Other Bodies and the Town Clerk confirmed that the subscriptions related to Co-operative Councils' Innovation Network and Support Staffordshire.

Councillor Woodward referred to Cost Centre 202 – Bus Shelters and the indirect expenditure. The Town Clerk confirmed this was funded from Earmarked Reserves.

RESOLVED That the report of income and expenditure compared to budget for the first 10 months of the financial year, April 2023 to January 2024 be received and noted.

73. EARMARKING OF RESERVES AT FINANCIAL YEAR END

Councillor P Taylor referred to the Town Strategy and to the discussion which had taken place at the Policy and Resources Committee meeting held on 11 March 2024 where it had been agreed that the installation of a flagpole at the Old Mining College Centre be not pursued. With regard to the flagpole at the Library, Councillor D Ennis confirmed that this would be replaced following an incident which had taken place on 11 March which had result in the newly installed flagpole being demolished.

The Finance Officer referred to the Town Strategy and asked Councillors whether they would like to see the unspent 23/24 budget [currently £7,095] added to this reserve or go into General Reserves at year end. Councillor D Ennis thought that it should go into General Reserves at year end.

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

RESOLVED That the potential earmarking of reserves at year end 2023/24 Budget Statement be received and noted, and that the Town Strategy unspent 23/24 budget goes into General Reserves at year end.

74. MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2023-24

RESOLVED That the report detailing the annual Members meeting attendance for the municipal year 2023-24 be noted.

75. BURNTWOOD SKATEPARK REPLACEMENT

Councillor D Ennis explained that Members would be aware that as part of the works undertaken to develop a new health centre, the former youth facilities at Cherry Close and the established skatepark have been demolished. There had been a significant amount of public outcry, and it is felt by many residents that the skatepark should be replaced in some form, as soon as possible. With this in mind, Councillor D Ennis confirmed that he together with Councillor Woodward had recently met with Councillor Pullen, Leader of Lichfield District Council, Mr Fletcher, CEO of Lichfield District Council, Sarah Sleigh, Leisure Services Manager of Lichfield District Council and Daniel Bate, a member of the public who had organised a petition on social media. He confirmed that Lichfield District Council will provide land and up to £100,000 of funding. This was great collaborative working between the community and two different Councils.

Councillor Woodward confirmed that she was currently in talks with Councillor Andy Smith, Deputy Leader and Cabinet Member for Leisure, Parks and Major Projects at Lichfield District Council. She confirmed that currently Staffordshire County Council had no plans for a reprovision of the skatepark and she urged the County Councillors to put pressure on the County Council.

Councillor Ho thanked Councillor D Ennis for keeping Members informed and stated that great things can happen when Councils work together for the benefit of the community.

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

RESOLVED That

[a] the content of the report be noted.
[b] Members supported the principle of a replacement skatepark.
[c] Members approved the transfer of CIL funds of £20,000 to an earmarked Skatepark Replacement Fund.
[d] Members authorised the Leader and Chair of Policy and Resources Committee and the Leader of the Opposition to advance a plan to replace the skatepark.

76. POLICY AND RESOURCES COMMITTEE – 18 JANUARY 2024

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 18 January 2024 [Minute Nos. 36-45] be received and where necessary approved and adopted.

77. PLANNING AND DEVELOPMENT COMMITTEE – 22 JANUARY 2024 AND 26 FEBRUARY 2024

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 22 January 2024 [Minute Nos. 46-52] and 26 February 2024 [Minute Nos. 53-59] be received and where necessary approved and adopted.

[The Finance Officer left the meeting at 6.48pm]

78. COMMUNITY AND PARTNERSHIPS COMMITTEE – 29 JANUARY 2024

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 29 January 2024 [Minute Nos. 37-51] be received and where necessary approved and adopted.

79. 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.

80. MINUTES

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

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

RESOLVED That the Confidential Minutes of the Meeting of the Town Council held on 25 January 2024 (Minute Nos. 62--65) be received and where necessary approved and adopted.

81. POLICY AND RESOURCES COMMITTEE – 18 JANUARY 2024

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

RESOLVED That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 18 January 2024 [Minute Nos. 43-45] be received and where necessary approved and adopted.

82. COMMUNITY AND PARTNERSHIPS COMMITTEE – 29 JANUARY 2024

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

RESOLVED That the Confidential Minutes of the Meeting of the Community and Partnerships Committee held on 29 January 2024 [Minute Nos. 48-51] be received and where necessary approved and adopted.

83. MINUTES OF THE MEETING TO DISCUSS THE BETTER BURNTWOOD COMMISSIONING PROGRAMME APPLICATIONS

The Town Clerk explained that as a point of order, the Town Council's Financial Regulations state that all items of expenditure over £5,000 must be determined by Full Council and that a 'sub-committee/working group' can only make a recommendation.

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

RESOLVED That the Confidential Minutes of the Meeting to discuss the Better Burntwood Commissioning Programme Applications held on 08 February 2024 [Minute Nos. 1-4] be received and where necessary approved and adopted.

(The Meeting closed at 6.56 pm)

Signed ………………………………………… Date …………………………………………..

Department for Levelling Up, Housing & Communities

Jacob Young MP
Minister for Levelling Up
2 Marsham Street
London
SW1P 4DF

Email: COF@levellingup.gov.uk

22 Mar 24

Steve Lightfoot
Burntwood Town Council
Old Mining College
Queen Street
WS74QH

Dear Steve Lightfoot,

EMBARGO: Please do not share the outcome of your application to the Community Ownership Fund or the contents of this letter and the attached documents, until 00:01 Saturday 23 March 2024.

Successful Community Ownership Fund application (Round 3 Window 3)
Project ID: WZMOLB
COF Project Reference Number: COF24 076

Congratulations on your successful application

Thank you for submitting your application to the Department for Levelling Up, Housing and Communities (DLUHC) for the Community Ownership Fund (COF) Round 3.

We are delighted to inform you that your application has been successful, and to approve in principle the award of a COF grant of £180,131 capital funding and £0 revenue funding to Chase Terrace Community Centre to help save your treasured community asset and support the ambitions of your community.

Share that you are funded by The Community Ownership Fund

We'd like as many people as possible to see how we use government funding to help save community assets at risk of loss and empower communities to shape the things that matter most locally to them.

Sharing your success at securing funding from the Community Ownership Fund will help publicise your project and the valuable work you're doing in your community. Should you wish, our Central Communications team might arrange ministerial project visits to aid with this. These visits can be a great way to highlight your project to local and national press.

And finally – congratulations!

Congratulations on securing funding for your community project. Thank you for everything you do to support, empower, and level up your community.

We look forward to working with you on your Community Ownership Fund project.

AGENDA ITEM 9 - ENCLOSURE NO. 3

With my best wishes,

JACOB YOUNG MP

Annex - Terms

Only costs incurred from the close of the bidding window on 31st January 2024 are eligible for financial support from the COF grant (subject to no project changes as set out below), but please note that all spend is at your own risk prior to signing the Grant Funding Agreement.

Please read the grant management instructions attached to this letter very carefully and complete the actions listed in the grant management instructions document by 10th April 2024.

A member of the COF team will then contact you in April 2024 to organise an Initial Project Meeting (IPM). This meeting will be a chance to meet your COF grant manager and address any questions you may have.

It is not until after the Initial Project Meeting has taken place that your Grant Funding Agreement will be issued to you and the drawdown of COF funding can commence.

If your project is no longer deliverable, or there are any project changes, please inform us as soon as possible and by 10th April 2024. Please note that if significant changes have occurred, we will review your application and we reserve the right to withdraw the offer.

If we do not hear back from you by 10th April 2024, we will assume you have withdrawn your application for this round. You are welcome to reapply in the future.

Burntwood Town Council

23rd May 2024

Annual Governance and Accountability Return for financial year 2023/24 including Internal Auditor’s Report, Annual Governance Statement and Statement of Accounts

1.0 Purpose of Report

1.1 To seek approval and signature of the Annual Governance and Accountability Return (AGAR) for 2023/24 including completion of the Annual Governance Statement. Also to update the Town Council on income and expenditure during 2023/24 and its assets and liabilities at the end of the financial year on 31st March 2024. In addition, to propose a revision to the earmarking of funds and to appoint the Internal Auditor, both for the new financial year 2024/25.

2.0 Background

2.1 All smaller authorities are required to complete an Annual Governance and Accountability Return at the end of the financial year and to publish certain information on their website. Intermediate authorities (those with either gross income or gross expenditure exceeding £25,000) are required to complete the Form 3 version of the return and to approve and submit it to the External Auditor, Mazars, by 30th June. The AGAR (**Enclosure No. 5**) includes a report by the Internal Auditor, an Annual Governance Statement, which must be completed by the Town Council and the Accounting Statements, completed by the Responsible Financial Officer. The AGAR also includes a final page which will be completed and returned by the External Auditor with its assessment as to whether the Council has satisfied legislation and regulatory requirements during the financial year.

3.0 Internal Auditor’s Report

3.1 The Internal Auditor, Black Rose Solutions Ltd (Sandie Morris), is required to complete the Annual Internal Audit Report (page 3 of the AGAR) but also supplied a more detailed report after her year end audit in early May. Her covering letter (**Enclosure No. 6**) states ‘I found no material errors, omissions or irregularities in your financial records and I have no significant concerns about your internal control procedures’.

3.2 She has made various comments and recommendations in her detailed report (**Enclosure No. 7**). In particular, on completing her page for the AGAR, she has ticked ‘No’ to Internal Control Objective C -*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these*. Although a risk assessment was in place and was under review by Committee, the Council did not formally review the document during the financial year, which is an audit requirement. However, it will be pointed out to the External Auditor on submission of the AGAR that such a review is being carried out at this meeting.

4.0 Annual Governance Statement

4.1 The Annual Governance Statement (AGS) consists of 8 statements which seek to assure that various aspects of a sound system of internal control were in place during the financial year. The Council needs to consider them individually and answer 'Yes' or 'No' to each, in particular taking account of the comments of the Internal Auditor.

4.2 Given the Internal Auditor's response to Objective C in her report, the Council is advised to answer 'No' to Statement 5, with an explanation supplied as required to the External Auditor and published with the AGAR.

5.0 Accounting Statements

5.1 The Accounting Statements include high level figures completed on an 'Income and Expenditure' accounting basis. More detail on the end of year financial position is shown in the reports that follow. The Statements need to be approved by Council and signed by the Chairman.

6.0 Income, Expenditure and Balances

6.1 Income and expenditure compared to the annual budget were previously reported to Council in September, November, January and March, after 4, 6, 8 and 10 months of the financial year respectively. The first table (**Enclosure No. 8**) updates the figures to the end of March and also includes various year-end accounting adjustments. The actual figures, the annual budget and the % of budget spent (or % of budgeted income received) are shown for each budget item and cost centre. The annual accounts on an 'Income and expenditure' basis include adjustments which accrue income and expenditure to the financial year to which they relate. Thus, for example, expenditure already incurred for the 2024 Wakes is not shown under Events in this final 2023/24 report but as an asset (prepayment) on the Balance Sheet (because the event takes place, and the services are provided, in the 2024/25 financial year). Similarly Wakes pitch fees already received are treated as a liability (receipts in advance) as the service has still to be provided.

6.2 Total income for 2023/24 was 9% above budget at £509,547 (the precept plus other income of £146,765). The latter was 41% (£42,366) higher than budget, primarily due to sponsorship and advertising for the Wakes and other events, higher than expected Cemetery income and also increased investment interest. Also £7,665 of CIL money was received, which was not included in the budget.

6.3 Total expenditure was £715,403, which was 53% above budget due to the purchase of Chase Terrace Methodist Church, which was not included in the budget. If that expenditure is excluded from the comparison against budget, all other expenditure was £8,222 (1.8%) higher than budgeted but more than offset by the higher than budgeted income. The higher expenditure was particularly for the Wakes, which was increased in the knowledge of the sponsorship coming in and for election expenses, the amount above budget being covered from the Earmarked Reserve as planned.

6.4 Overall, as expenditure exceeded income by £205,856, total assets on the Balance Sheet (**Enclosure No. 9**) at year end decreased to £545,544. These consisted of £105,491 (19%) in General Reserves and £440,053 (81%) in Earmarked Reserves. These figures are reflected in the Accounting Statements in the AGAR.

7.0 General and Earmarked Reserves

7.1 The principles for any transfers into and out of Earmarked Reserves at year end were approved at the Council's March meeting. The Earmarked Reserves at the end of 2023/24, following completion of the accounts incorporating the various required accounting adjustments and actual earmarking transfers, totalled £440,053 (**Enclosure No. 10**). Primarily due to the purchase of Chase Terrace Methodist Church, the level of General Reserves (at £105,491) has fallen below the recommended level of cover of between 3 and 12 months of expenditure (with councils of this size expected to be nearer 3 months). It is therefore suggested that some Earmarked Reserves are released early in the new financial year to return the General Reserves to a more acceptable level. For example, a release of the Neighbourhood Plan Reserve (£15,250) and £20,000 from the Town Strategy Reserve would achieve this but other alternative releases could be preferred.

8.0 Exercise of Public Rights

8.1 There is a statutory requirement for all councils to provide local electors and other interested parties with the opportunity to inspect the AGAR and supporting documentation. A notice must be published on the Council's website exactly one day before the required 30 working day inspection period commences and the chosen period must include the first 10 working days of July. In addition, the AGAR must be published as soon as possible after approval, subject to meeting the preceding conditions. The Council is therefore advised that, subject to approval of the AGAR at this meeting, the Notice for the Exercise of Public Rights will be published on Friday 31st May for an inspection period starting Monday 3rd June and ending on Friday 12th July.

9.0 Legal context

9.1 The Accounts and Audit Regulations require effective financial management by smaller authorities, which includes monitoring performance against budget during the year. They also require the completion of the AGAR and its submission for external audit by end June, together with certain additional information, and the publication of various information on the Town Council's website. In addition, the public must be given the opportunity to inspect the AGAR and supporting information for a specified period.

10.0 Recommendations

10.1 The Town Council is asked to:

10.1.1 Note the satisfactory overall assessment of the Internal Auditor in her year end report.

10.1.2 Recommend that the Internal Auditor's Report be considered in more detail by the Policy and Resources Committee.

10.1.3 Complete the Annual Governance Statement with suggested answers of 'No' to Statement 5 and 'Yes' to all others and approve its signature by the Chair and the Town Clerk.

10.1.4 Approve the Accounting Statements for signature by the Chair.

10.1.5 Approve the Income and Expenditure and Balance Sheet reports for 2023/24.

10.1.6 Approve the release of some earmarked reserves early in the 2024/25 financial year to increase the General Reserve to meet the criteria for at least 3 months cover of expenditure.

10.1.7 Note the chosen period for the Exercise of Public Rights.

10.1.7 Approve the appointment of Black Rose Solutions Ltd as Internal Auditor for the financial year 2024/25 (subject to its acceptance).

Contact Officer

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

01543 677166

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2024
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. **It** is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

AGENDA ITEM 11 - ENCLOSURE NO. 5

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2024** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

****Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2023/24

Burntwood Town Council

burntwood-tc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 24/01/2024 03/05/2024

Name of person who carried out the internal audit: S. MORRIS ACMA

Signature of person who carried out the internal audit: [signature]

Date: 03/05/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

BURNTWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed: Yes	Agreed: No*	N/A	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.				*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes:	No:	N/A: ✔	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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AGENDA ITEM 11 - ENCLOSURE NO. 5

Section 2 – Accounting Statements 2023/24 for

BURNTWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	716,648	751,400	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	358,523	362,782	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	121,119	146,765	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	195,359	246,985	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	249,531	468,418	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	751,400	545,544	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	752,622	530,804	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	307,320	555,249	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✔		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✔	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Alison James

Date 8/5/2024

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

AGENDA ITEM 11 - ENCLOSURE NO. 5

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of BURNTWOOD TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

AGENDA ITEM 11 - ENCLOSURE NO. 5

Black Rose Solutions Limited

74 Leacroft Road
Penkridge
Staffs
ST19 5BU

0781 321 7576
sandie.morris@blackrosesolutions.co.uk

3rd May 2024

Dear Alison,

Burntwood Town Council – Internal Audit 2023/24

I confirm that I have carried out an examination of your accounts and procedures, in line with the Practitioners Guide 2023 and in accordance with the requirements of the Accounts and Audit Regulations 2015. (See additional note on next page about the role of internal audit.)

I can state that I found no material errors, omissions or irregularities in your financial records and I have no significant concerns about your internal control procedures.

Please refer to the enclosed report for further details of the audit work covered.

I would also confirm that I am totally independent of your Council and have no contact with any Member or employee.

Yours sincerely,

S Morris

Mrs Sandra Morris ACMA

Enc
Note about Scope of Internal Audit
Full Internal Audit Report

Comments marked **REC** denote an issue recommended for action as it may affect the Internal Audit response on the AGAR (Annual Governance and Accounting Return).
Comments marked **note** are included for reference or information.
Items referenced **FR** – relates to clause in the council's financial regulations.
Items reference **PG** – relates to a clause in the practitioners Guide.

Black Rose Solutions Limited

Note about purpose and scope of Internal Audit and improving councillor oversight.

I would draw your attention to the Practitioners Guide
4.4. It is not the purpose of either internal or external audit to detect or prevent fraud.
4.8. essential competencies to be sought from any internal audit service should include: understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management.

As your Internal auditor I review and test the systems of control, this will be through examining procedure documents, discussion with staff and examining a selection of transactions, reconciliations, approvals, publications etc.
I examine, test and report on risks based on my understanding of the council's operations, my knowledge of statutory requirements, best practice and issues that have arisen elsewhere – and anything else that my instincts lead me towards. The Practitioners Guide contains a lot of information about this.

This means there is a chance that I will detect errors and frauds, but there can be no guarantee. There is a better chance that I will identify an opportunity to improve your control procedures.

For example - the only way for me to detect that a councillor who has approved an invoice or a reconciliation has not *properly* checked it (perhaps just signed on trust or a brief glance) is if I find a discrepancy. If I do not find a discrepancy, it does not guarantee that it was checked properly – but I have to trust that the signature is in line with the policy.

The best chance of a council detecting errors and frauds is by councillors and staff being vigilant and maintaining an enquiring mind about all financial transactions.
It is never an act of mistrust to ask for clarification or to seek further assurance.
It is too easy to "leave it to the expert" and feel silly for asking. It is essential that enough councillors understand the financial operations of the council and training should be sought if this is not the case.

Some simple examples of things that I check – and could also be checked by councillors (even occasional check of this nature can assist in detecting fraud or error).

Opening/Closing Balances - When reviewing accounts, bank statements, reconciliations, you should check the closing balance on the previous statement matches the opening balance on this one. Check that the balances agree to an official document from the bank, print from the system etc. Check back to an online statement if you have access.

Sequential Numbering - for sales receipts, invoices, cheques – verify that there are no numbers missing from the sequence – if so, seek explanation.

Transaction details – make sure that invoice details match the payment details and the bank statement details. For new/unknown/irregular suppliers also verify the details from a secondary source – website, companies house, VAT number checker etc.

Black Rose Solutions Ltd

Internal Audit - Report

Name of Council - **Burntwood Town Council**

Date of Audit - **3rd May 2024** and **24th January 2024**

Annual Return - Internal Control Objectives

A. Appropriate accounting records have been properly kept throughout the financial year.	YES
Is the cashbook maintained and up to date?	yes
Is the cashbook arithmetic correct?	yes
Is the cashbook regularly balanced?	yes
The council uses the RBS Omega financial system - no issues noted.	

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES
Are payments supported by invoices?	yes
Is all expenditure approved?	yes
Is VAT appropriately accounted for?	yes
Does the Council hold Power of Competence?	no
Re adopted?	n/a
If not, does the council monitor s137 expenditure against limit?	no*
Since power of competence has not been readopted since the last election the council needs to monitor s137 expenditure (anything for which there isn't a specific legal power). This had not been done formally, but a quick analysis suggests that spend is well within the limit.	note

AGENDA ITEM 11 - ENCLOSURE NO. 7

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	NO
PG Authorities should refer to Para 5.89 to 5.102	
PG.C.1 ● Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc	no
PG.C.2● Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and **hirers'** (where applicable) liability, fidelity / employees (including councillors) liability, **business interruption** and **cyber security**	ok*
Does a review of the minutes identify any unusual financial activity?	no
Do minutes record the council carrying out an annual risk assessment?	no
Is Insurance cover appropriate and adequate?	yes*
Are internal financial controls documented and regularly reviewed?	no*
	Review
Risk Assessment	no
Financial Regulations	no
Standing Orders	no
libel	250k
The Risk Register, Standing Orders and Financial Regulations have been reviewed by a working group and will be presented to Full council at the May-24 meeting.	note
Practitioners guide - 5.39 - Standing orders and Financial Regulations should be reviewed annually (and updated if necessary). There has been no minuted review in 22/23 or 23/24	REC
The council has a comprehensive insurance policy in place, but no cover for Hirer's Liability Cyber or Business interruption. The council may wish to consider these options, perhaps as part of the risk assessment.	note

AGENDA ITEM 11 - ENCLOSURE NO. 7

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES*
Has the council prepared an annual budget in support of its precept?	yes
Is actual expenditure against the budget regularly reported to the council?	yes
Are there any significant unexplained variances from budget?	no
Does the precept recorded agree to the Council Tax authority's notification?	yes
Are reserves appropriate?	no*
Earmarked Reserves	440,053
General Reserves	105,491
Months of Income	2
Months of expenditure	2
The council holds a number of earmarked reserves which have not been used for a number of years, and the value could not be readily justified. The council has general reserves at around 2 months of income/expenditure. **PG 1.13** Reserves — The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. **PG 5.33.** The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. **PG 5.38.** There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors.	REC

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E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES
Is income properly recorded and promptly banked?	yes
Are security controls over cash and near-cash adequate and effective?	yes
Is the council VAT registered?	yes
Are returns submitted in a timely manner?	yes
Is VAT reclaimed on exempt business activities reviewed and considered insignificant?	yes*
Are receipts for business activities within the registration threshold?	n/a
A proportion of the Council's income relates to activities which are Exempt of VAT (unit leases, burials, stall hire at events), this means that the council must check that input VAT claimed relating to these exempt activities does not exceed the "insignificance" threshold (£7500 p.a. or 5% of total VAT - as per VAT Notice 749 section 7.) A quick review - suggests this is within the insignificance limit**,** a formal review will be completed at the end of the year to ensure compliance**. This has not been completed in time for review by IA.**	note
The Council has recently aquired a new building, for which VAT implications need to be decided. **PG.5.55** Authorities carrying out building projects or managing income generating properties need to ensure that they seek up to date advice about Opting to Tax and Partial Exemption each time they undertake a project. There is inconsistency in the application of VAT in the Old Mining College, which may be incorrect. **Room hire** is charged at 20% - presumed to be on the basis that the hire includes other facilities (tables, chairs, screens etc.) however VAT notice 742 2.6 states *hiring out a hall or other accommodation for meetings or parties and so on (but not wedding or party facilities where the supplier does more than supplying accommodation, for example by assisting with entertainment and arranging catering), the use of a kitchen area, lighting and furniture can be included* [as exempt] **Unit Leases** are charged exempt of VAT (as per VAT notice 742 - presumption that building has not been "opted in" to standard rate VAT) **Service charges** on leased units is charged at 20% though VAT notice 742, 11.2 states that service charges should "follow the same VAT liability as the premium or rents payable" The council should ensure that it has properly applied VAT, and documents the basis and reasoning behind the rates charged.	REC
UPDATE The council is seeking advice on these matters. Two quotes have been received from external parties, but it is hoped that a councillor has sufficient experience to be able to advise. The council should bear in mind that the option to tax cannot be back dated, so a decision needs to be made before works on the former church begin. VAT Notice 742a. The council should also consider whether taking advice from a suitably insured adviser may be beneficial as the potential stakes are so high.	

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F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES
Is all petty cash spent recorded and supported by VAT invoices/receipts?	yes
Is petty cash expenditure reported to each council meeting?	yes
Is petty cash reimbursement carried out regularly?	yes

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	YES
PG.G.1● Ensure that, for all staff, a **formal employment contract** is in place together with a confirmatory letter setting out any changes to the contract	no
● Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the **approved spinal point on the NJC scale** or hourly rate, if off-scale, and also with the contracted hours	ok
Do all employees have contracts of employment with clear terms and conditions?	no*
Do salaries paid agree with those approved by the council?	yes
Are other payments to employees reasonable and approved by the council?	yes
Have PAYE/NIC been properly operated by the council as an employer?	yes
Does line 4 include only Salary, NI & Pension	yes
Copies of Employment contracts were not available for all of the staff sampled. It was not clear whether this was because they do not exist, or that they have not been made available to the RFO and Deputy Clerk.	Rec

H. Asset and investments registers were complete and accurate and properly maintained.	YES*
Does the council maintain a register of all material assets owned or in its care?	yes*
Are the assets and investments registers up to date?	yes*
Do asset insurance valuations agree with those in the asset register?	yes*
The asset register serves a number of purposes - to substantiate the value on the AGAR, ensure continuity of ownership, provide a list to be considered in risk assessments, to ensure adequate insurance etc.	
The AGAR asset value is compiled from the brought forward value, combined with additions and disposals. It does not match exactly to the asset register, which includes a lot of low value items. It was not easy to compare values from the asset register to the insurance schedule. Differences do not appear material, but the council could consider a policy with a minimum value (reflecting the insurance excess), and adding insurance values (alongside cost as reported on AGAR)	Rec

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I. Periodic and year-end bank account reconciliations were properly carried out.	YES
PG.I.1● Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members	ok*
Is there a bank reconciliation for each account?	yes
Is a bank reconciliation carried out regularly and in a timely fashion and approved by council?	yes*
Are there any unexplained balancing entries in any reconciliation?	no
Is the value of investments held summarised on the reconciliation?	tbc
Regular bank reconciliations are performed by the RFO in the RBS Omega System (bank payments are entered by the Deputy Clerk and approved by 2 councillors). These are then emailed with copies of statements to be reviewed and approved. (Confirmation by return email) Financial Regulations 4.2 (and best practice) require a wet signature on the reconciliation and the statements as evidence of approval and that they are minuted by the Policy and Resources Committee. The council has considered this issue and considers the current emailed approval to be adequate, the financial regulations need to be updated to reflect this.	REC

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES
Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure) ?	I&E
Are debtors and creditors properly recorded?	yes
Do accounts agree with the cashbook?	yes
Is there an audit trail from underlying financial records to the accounts?	yes

K. If the authority certified itself as exempt from a limited assurance review in 22/23, it met the exemption criteria and correctly certified itself exempt	N/a
The council did not certify itself exempt	

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L. The authority publishes information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	YES
All councils - Accounts and Audit Regulations 2015 **Accounts remain published for 5 years**	yes
Community Infrastructure Levy Return	yes
Transparency Code for Larger Authorities (income/expenditure >£200k)	
Quarterly:-	
All items of expenditure above £500	yes
Government Procurement Card transactions	n/a
Procurement information (initiations to tender > £5k)	yes
Annually:-	
local authority land	n/a
social housing assets	n/a
grants to voluntary, community and social enterprise organisations	yes
organisation chart	yes
trade union facility time	n/a
parking account	n/a
parking spaces	n/a
senior salaries (>£50k)	n/a
constitution (standing orders)	yes
pay multiple	no
social housing fraud	n/a
One off:-	
Waste contracts	n/a
The council is within the large authority thresholds for Transparency requirements so the code details what **should** be published. ("Should" not "must" - best practice, preferred, but not required.)	

M. The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. (Evidenced by website or minutes)	YES
Approval Date (meeting)	24/05/2023
Publication Date (announcement date)	02/06/2023
Date from (commencement date)	05/06/2023
Date to	14/07/2023

N. The authority has complied with the publication requirements for 2022/23 AGAR.	YES
Notice of Period for Exercise of Electors Rights	yes
Section 1 Annual Governance Statement	yes
Section 2 Accounting Statements	yes
Notice of Conclusion of Audit	yes
Section 3 External Audit Report & Certificate	yes
Internal Audit Report	yes

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O. Trust funds (including charitable) – The council met its responsibilities as a trustee.	N/a
The council is not a trustee	

AGENDA ITEM 11 - ENCLOSURE NO. 7

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12 **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	13,837	8,920	(4,917)			155.1%	
1205	Bank Account Interest	125	1,000	75	(925)			1333.0%	
1206	CIL income	5,661	7,665	0	(7,665)			0.0%	7,665
	Corporate :- Income	**371,897**	**385,283**	**371,777**	**(13,506)**			**103.6%**	**7,665**
4998	CIL expenditure	21,000	5,856	0	(5,856)		(5,856)	0.0%	5,856
	Corporate :- Indirect Expenditure	**21,000**	**5,856**	**0**	**(5,856)**	**0**	**(5,856)**		**5,856**
	Net Income over Expenditure	**350,897**	**379,427**	**371,777**	**(7,650)**				
6000	plus Transfer from EMR	21,000	5,856						
6001	less Transfer to EMR	5,661	7,665						
	Movement to/(from) Gen Reserve	**366,236**	**377,618**						
104	OMCC								
1025	Sundry Income	1,857	827	1,020	193			81.1%	
1070	OMCC: Unit Rents	29,980	28,717	29,561	844			97.1%	
1071	OMCC: Unit Service Charges	25,730	26,077	26,973	896			96.7%	
1072	OMCC: Room Hire	1,036	1,568	1,100	(468)			142.5%	
	OMCC :- Income	**58,603**	**57,188**	**58,654**	**1,466**			**97.5%**	**0**
4019	Employee costs	22,104	26,356	25,291	(1,065)		(1,065)	104.2%	
4022	NNDR	7,610	7,984	7,762	(222)		(222)	102.9%	
4023	Water Rates	2,115	1,579	1,350	(229)		(229)	117.0%	
4055	Energy	9,044	10,862	35,000	24,138		24,138	31.0%	
4056	Building & Grounds Maintenance	13,552	14,830	11,000	(3,830)		(3,830)	134.8%	
4059	Other Supplies and Services	2,386	2,151	3,200	1,049		1,049	67.2%	
4180	Professional Fees	320	700	1,000	300		300	70.0%	
	OMCC :- Indirect Expenditure	**57,131**	**64,461**	**84,603**	**20,142**	**0**	**20,142**	**76.2%**	**0**
	Net Income over Expenditure	**1,472**	**(7,273)**	**(25,949)**	**(18,676)**				
6000	plus Transfer from EMR	519	0						
	Movement to/(from) Gen Reserve	**1,991**	**(7,273)**						
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)**				

AGENDA ITEM 11 - ENCLOSURE NO. 8

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12 **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	26	0	(26)			0.0%	
	Supplies & Services :- Income	**423**	**26**	**0**	**(26)**				**0**
4019	Employee costs	169,786	216,721	216,074	(647)		(647)	100.3%	
4057	Telephones & Broadband	2,295	2,325	2,310	(15)		(15)	100.6%	
4059	Other Supplies and Services	843	393	1,100	707		707	35.7%	
4060	Car Mileage: Employees	315	373	400	27		27	93.2%	
4120	Postage	0	90	250	160		160	36.1%	
4139	Computers & other office equip	10,270	12,813	10,400	(2,413)		(2,413)	123.2%	
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	300	100	(200)		(200)	300.0%	
4180	Professional Fees	999	6,437	1,100	(5,337)		(5,337)	585.2%	
4211	General office expenses	3,121	2,433	3,000	567		567	81.1%	
4212	Training & conferences	1,110	88	1,000	912		912	8.8%	
4220	Bank Charges	266	270	250	(20)		(20)	108.1%	
4221	Insurance	4,596	5,496	6,000	504		504	91.6%	
4234	Audit	1,468	1,506	2,550	1,045		1,045	59.0%	
	Supplies & Services :- Indirect Expenditure	**198,525**	**249,245**	**244,534**	**(4,711)**	**0**	**(4,711)**	**101.9%**	**0**
	Net Income over Expenditure	**(198,102)**	**(249,219)**	**(244,534)**	**4,685**				
108	Communications								
4171	All communications	0	4,689	7,200	2,511		2,511	65.1%	
	Communications :- Indirect Expenditure	**0**	**4,689**	**7,200**	**2,511**	**0**	**2,511**	**65.1%**	**0**
	Net Expenditure	**0**	**(4,689)**	**(7,200)**	**(2,511)**				
201	Street Lighting								
4055	Energy	892	957	1,750	793		793	54.7%	
4241	Maintenance	486	548	750	202		202	73.1%	
	Street Lighting :- Indirect Expenditure	**1,377**	**1,505**	**2,500**	**995**	**0**	**995**	**60.2%**	**0**
	Net Expenditure	**(1,377)**	**(1,505)**	**(2,500)**	**(995)**				
202	Bus Shelters								
4241	Maintenance	692	283	450	167		167	62.9%	
4242	Replacement	0	3,580	0	(3,580)		(3,580)	0.0%	3,580
	Bus Shelters :- Indirect Expenditure	**692**	**3,863**	**450**	**(3,413)**	**0**	**(3,413)**	**858.4%**	**3,580**
	Net Expenditure	**(692)**	**(3,863)**	**(450)**	**3,413**				
6000	plus Transfer from EMR	0	3,580						
	Movement to/(from) Gen Reserve	**(692)**	**(283)**						

AGENDA ITEM 11 - ENCLOSURE NO. 8

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203	Christmas Lights								
4260	General Expenses	2,423	2,817	3,000	183		183	93.9%	
	Christmas Lights :- Indirect Expenditure	**2,423**	**2,817**	**3,000**	**183**	**0**	**183**	**93.9%**	**0**
	Net Expenditure	**(2,423)**	**(2,817)**	**(3,000)**	**(183)**				
205	Traffic Islands								
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	7,329	7,455	126		126	98.3%	
4304	Signage	242	418	300	(118)		(118)	139.3%	
4306	NNDR: Traffic Islands	225	195	230	35		35	84.6%	
	Traffic Islands :- Indirect Expenditure	**6,393**	**7,942**	**7,985**	**43**	**0**	**43**	**99.5%**	**0**
	Net Income over Expenditure	**1,545**	**(1,992)**	**515**	**2,507**				
206	Hanging Baskets & Planters								
4241	Maintenance	328	944	360	(584)		(584)	262.4%	
	Hanging Baskets & Planters :- Indirect Expenditure	**328**	**944**	**360**	**(584)**	**0**	**(584)**	**262.4%**	**0**
	Net Expenditure	**(328)**	**(944)**	**(360)**	**584**				
207	Flagpole								
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)**				
209	Coulter Lane Burial Ground								
4241	Maintenance	1,133	862	1,850	988		988	46.6%	
	Coulter Lane Burial Ground :- Indirect Expenditure	**1,133**	**862**	**1,850**	**988**	**0**	**988**	**46.6%**	**0**
	Net Expenditure	**(1,133)**	**(862)**	**(1,850)**	**(988)**				
211	Burntwood Town Strategy								
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	3,897	12,319	8,422		8,422	31.6%	
	Burntwood Town Strategy :- Indirect Expenditure	**26,921**	**3,897**	**12,319**	**8,422**	**0**	**8,422**	**31.6%**	**0**
	Net Income over Expenditure	**(21,921)**	**(3,897)**	**(12,319)**	**(8,422)**				

AGENDA ITEM 11 - ENCLOSURE NO. 8

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		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	52	2,000	1,948		1,948	2.6%	
4767	BURRT vehicle costs	0	1,500	2,000	500		500	75.0%	
	Response & Repair Team :- Indirect Expenditure	**0**	**1,552**	**4,000**	**2,448**	**0**	**2,448**	**38.8%**	**0**
	Net Expenditure	**0**	**(1,552)**	**(4,000)**	**(2,448)**				
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	570	0	(570)			0.0%	
1102	Play in Parks/Summer Picnic	0	2,167	0	(2,167)			0.0%	
	Events :- Income	**5,024**	**20,300**	**0**	**(20,300)**				**0**
4262	Christmas Events	5,643	8,373	9,000	627		627	93.0%	
4390	Wakes (all expenditure)	35,677	28,336	13,000	(15,336)		(15,336)	218.0%	
4398	Producers markets	0	7,069	8,000	931		931	88.4%	
4399	Other events expendit inc mkts	7,547	0	0	0		0	0.0%	
4761	Play in Parks/Summer Picnic	7,766	8,870	8,000	(870)		(870)	110.9%	
	Events :- Indirect Expenditure	**56,633**	**52,648**	**38,000**	**(14,648)**	**0**	**(14,648)**	**138.5%**	**0**
	Net Income over Expenditure	**(51,609)**	**(32,348)**	**(38,000)**	**(5,652)**				
6000	plus Transfer from EMR	19,577	0						
	Movement to/(from) Gen Reserve	**(32,032)**	**(32,348)**						
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	1,267	500	(767)		(767)	253.4%	767
	Community Projects :- Indirect Expenditure	**1,640**	**1,267**	**500**	**(767)**	**0**	**(767)**	**253.4%**	**767**
	Net Income over Expenditure	**(1,340)**	**(1,267)**	**(500)**	**767**				
6000	plus Transfer from EMR	0	767						
6001	less Transfer to EMR	300	0						
	Movement to/(from) Gen Reserve	**(1,640)**	**(500)**						
301	Civic Expenses								
1062	Fundraising	1,347	279	0	(279)			0.0%	279
	Civic Expenses :- Income	**1,347**	**279**	**0**	**(279)**				**279**

AGENDA ITEM 11 - ENCLOSURE NO. 8

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		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 - Exps/Distribn	0	720	0	(720)		(720)	0.0%	720
	Civic Expenses :- Indirect Expenditure	**837**	**803**	**250**	**(553)**	**0**	**(553)**	**321.2%**	**720**
	Net Income over Expenditure	**511**	**(524)**	**(250)**	**274**				
6000	plus Transfer from EMR	0	720						
6001	less Transfer to EMR	801	279						
	Movement to/(from) Gen Reserve	**(290)**	**(83)**						
302	Better Burntwood incl. grants								
4416	Better Burntwood expenditure	26,206	22,770	26,000	3,230		3,230	87.6%	
4760	S Sutton Bursary/Youth award	0	2,000	1,000	(1,000)		(1,000)	200.0%	1,000
	Better Burntwood incl. grants :- Indirect Expenditure	**26,206**	**24,770**	**27,000**	**2,230**	**0**	**2,230**	**91.7%**	**1,000**
	Net Expenditure	**(26,206)**	**(24,770)**	**(27,000)**	**(2,230)**				
6000	plus Transfer from EMR	206	1,000						
	Movement to/(from) Gen Reserve	**(26,000)**	**(23,770)**						
310	Election Expenses								
4701	Election Expenses	0	19,544	10,000	(9,544)		(9,544)	195.4%	9,544
	Election Expenses :- Indirect Expenditure	**0**	**19,544**	**10,000**	**(9,544)**	**0**	**(9,544)**	**195.4%**	**9,544**
	Net Expenditure	**0**	**(19,544)**	**(10,000)**	**9,544**				
6000	plus Transfer from EMR	0	9,544						
	Movement to/(from) Gen Reserve	**0**	**(10,000)**						
401	Burntwood Cemetery								
1000	Burial Fees/Licences/Headstone	28,898	40,356	28,000	(12,356)			144.1%	
1001	Memorial wall plaques	214	82	250	168			32.8%	
	Burntwood Cemetery :- Income	**29,111**	**40,438**	**28,250**	**(12,188)**			**143.1%**	**0**
4019	Employee costs	3,469	3,908	3,680	(228)		(228)	106.2%	
4163	General Office Expenses	384	541	400	(141)		(141)	135.3%	
4810	Gravedigging: Main Contractor	5,230	7,080	4,500	(2,580)		(2,580)	157.3%	
4820	NNDR: Burntwood Cemetery	1,422	1,493	1,450	(43)		(43)	103.0%	
4863	Other Maintenance and Services	4,621	4,952	5,000	48		48	99.0%	
4864	Grounds maintenance	11,859	9,700	7,500	(2,200)		(2,200)	129.3%	
	Burntwood Cemetery :- Indirect Expenditure	**26,985**	**27,674**	**22,530**	**(5,144)**	**0**	**(5,144)**	**122.8%**	**0**
	Net Income over Expenditure	**2,126**	**12,764**	**5,720**	**(7,044)**				

AGENDA ITEM 11 - ENCLOSURE NO. 8

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501	Capital Works								
4901	OMCC Refurbishment works	16,653	0	0	0		0	0.0%	
4903	CTMC purchase	0	240,000	0	(240,000)		(240,000)	0.0%	
	Capital Works :- Indirect Expenditure	**16,653**	**240,000**	**0**	**(240,000)**	**0**	**(240,000)**		**0**
	Net Expenditure	**(16,653)**	**(240,000)**	**0**	**240,000**				
502	Chase Terrace Community Centre								
1079	CTCC room hire & other income	0	83	0	(83)			0.0%	
	Chase Terrace Community Centre :- Income	**0**	**83**	**0**	**(83)**				**0**
4055	Energy	0	41	0	(41)		(41)	0.0%	
4065	CTCC cleaning & maintenance	0	1,021	0	(1,021)		(1,021)	0.0%	
	Chase Terrace Community Centre :- Indirect Expenditure	**0**	**1,062**	**0**	**(1,062)**	**0**	**(1,062)**		**0**
	Net Income over Expenditure	**0**	**(979)**	**0**	**979**				
	Grand Totals:- Income	**479,642**	**509,547**	**467,181**	**(42,366)**			**109.1%**	
	Expenditure	**444,890**	**715,403**	**467,181**	**(248,222)**	**0**	**(248,222)**	**153.1%**	
	Net Income over Expenditure	**34,753**	**(205,856)**	**0**	**205,856**				
	plus Transfer from EMR	**41,302**	**21,466**						
	less Transfer to EMR	**6,762**	**7,944**						
	Movement to/(from) Gen Reserve	**69,293**	**(192,334)**						

AGENDA ITEM 11 - ENCLOSURE NO. 8

Burntwood Town Council Current Year

Balance Sheet as at 31st March 2024

31st March 2023					31st March 2024
		Current Assets			
1,487		Debtors	5,184		
943		Debtors	907		
3,172		VAT Refunds	4,975		
14,777		Prepayments	12,341		
465,625		Unity Trust Current A/c	242,800		
203,966		CCLA Public Sector Deposit Fun	203,966		
49		Petty Cash	57		
82,981		Barclays Deposit A/c	83,980		
773,000				**554,210**	
	773,000	**Total Assets**			554,210
		Current Liabilities			
19,527		Creditors	4,692		
303		Creditors	32		
1,320		Accruals	2,422		
450		Receipts in Advance	1,520		
21,600				**8,666**	
	751,400	**Total Assets Less Current Liabilities**			545,544
		Represented By			
	307,701	General Fund			105,491
	77,412	EM Reserve - Capital-Cemetery			77,412
	47,706	EM Reserve - Elections			38,162
	79,752	EM Reserve - Town Strategy			79,752
	73,492	EMR - Comm Projs/Better Bwood			76,722
	15,250	EM Reserve - Neighbourhd Plan			15,250
	59,736	EM Reserve - Old Mining Colleg			59,736
	1,232	EM Reserve - Defibrillators			465
	712	EMR - Civic Exps/Fundraising			272
	500	EM Reserve - SCAMP maintenance			500
	21,186	EM Reserve - Events			26,838
	36,636	EM Reserve - CIL money			18,445
	9,294	EM Reserve - Bus shelters			5,714
	4,000	EMR-S Sutton Bursary/Youth grt			3,000
	1,500	EM Reserve - Street Lighting			2,495
	15,291	EM Reserve - Public Convenienc			0
	0	EM Reserve - Skatepark replace			20,000

AGENDA ITEM 11 - ENCLOSURE NO. 9

Burntwood Town Council Current Year

Balance Sheet as at 31st March 2024

31st March 2023		**31st March 2024**
0	EM Reserve - Brighter Burntwd	15,291
751,400		**545,544**

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman ________________________________ Date : ____________________

Signed :
Responsible
Financial ________________________________ Date :____________________

BURNTWOOD TOWN COUNCIL

EARMARKING OF RESERVES AT YEAR END 2023/24 BASED ON ACTUAL INCOME AND EXPENDITURE AT YEAR END

DESCRIPTION	OPENING BALANCES 31/03/2023 (FINAL) £	NOTES ON EARMARKING AT YEAR END 31/03/2024 (Where earmarking was dependent on unspent budget, principle of earmarking was approved so exact amount finalised on completion of annual accounts)	ADDITIONS DURING YEAR £
EARMARKED CAPITAL RESERVES:			
BURNTWOOD CEMETERY	77,412	No change.	0
TOTAL EARMARKED CAPITAL RESERVES	**77,412**		**0**
EARMARKED REVENUE RESERVES:			
ELECTIONS	47,706	Invoice of £19,544 for 2023 parish elections received in February 2024. Budget of £10,000 allocated for 23/24 so £9,544 to be taken from EMR to cover the additional expenditure.	0
TOWN STRATEGY	79,752	Costs of new flagpoles (to date) have been taken from 23/24 Town Strategy budget (per January P & R decision), which was underspent at year end. March Town Council agreed any unspent budget to go into General Reserves, not into this EMR. So no change.	0
COMMUNITY PROJECTS/BETTER BURNTWOOD FUND	73,492	Add unspent 23/24 budget for Better Burntwood, which was £3,230.	3,230
STEPHEN SUTTON BURSARY/YOUTH GRANTS	4,000	23/24 budget was £1,000 but £2,000 was awarded so £1,000 to be taken from this EMR at year end.	0
NEIGHBOURHOOD PLAN	15,250	No change.	0
OLD MINING COLLEGE	59,736	No change	0
DEFIBRILLATORS	1,232	Overspend of £767 on Other Community Projects due to defibrillator/phone box refurbishment taken from this EMR.	0
CIVIC EXPENSES /CHARITY FUNDRAISING	712	Donation of funds raised in 22/23 (£712.44) to Papyrus taken from EMR. Funds raised in 23/24 put into EMR (£278.71) and raffle ticket cost (£7.13) taken out of EMR.	279
SCAMP: MAINTENANCE	500	No change	0
EVENTS	21,186	Net underspend on Events of £5,652 put into this EMR (due to unbudgeted Wakes income from sponsorship and advertising offsetting the overspend on budgeted expenditure).	5,652
CIL MONEY	36,636	CIL money can only be spent on specific items and therefore needs to be earmarked. Add CIL income received this year (£7,665.19) to this EMR. Take 23/24 CIL spend of £5,856.14 from this EMR, so earliest CIL income is spent first. £20,000 to be put into new skatepark EMR.	7,665
SKATE PARK REPLACEMENT	0	£20,000 taken from CIL funds to create new earmarked reserve for replacement skate park (per March Town Council decision).	20,000
BUS SHELTERS	9,294	Cost of replacement bus shelter (£3,579.65) taken from this EMR.	0
STREET LIGHTING	1,500	Unspent 23/24 budget of £994.63 added to this EMR.	995
PUBLIC CONVENIENCES	15,291	£12,000 iniitially allocated to Brighter Burntwood and then full balance allocated per March Town Council	0
BRIGHTER BURNTWOOD	0	Balance transferred from EMR for Public Conveniences to this new EMR.	15,291
TOTAL EARMARKED REVENUE RESERVES	**366,287**		**53,112**
TOTAL EARMARKED CAPITAL AND REVENUE RESERVES	**443,699**		**53,112**
GENERAL RESERVES	**307,701**	£240,000 purchase of Chase Terrace Methodist Church taken from General Reserves.	

Information available from Burntwood Town Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Hard Copy Website	Free
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Hard Copy Poster on notice boards Website	Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and	Hard Copy Website	Free

email addresses		
Location of main Council office and accessibility details	Hard Copy Website	Free
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	Website Hard copy	Free
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard Copy Notice Boards Website	Free
Finalised budget	Hard Copy Website	Free
Precept	Hard Copy Website	Free
Borrowing Approval letter	Hard copy, when applicable	Free
All items of expenditure above £100	Website via Committee minutes Hard copy	Free
Financial Standing Orders and Regulations	Hard Copy Website	Free
Grants given and received	Hard Copy Website	Free
List of current contracts awarded and value of contract	Hard Copy Website	Free
Members' allowances and expenses	Website	Free

Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current and previous year as a minimum	Hard Copy Website	Free
Annual governance statement in format included in the Annual Return form	Hard Copy Noticeboards. Website	Free
Parish Plan	Website Hard Copy	Free
Annual Report to Parish or Community Meeting	Hard Copy Website	Free
Quality status	Hard Copy Notice board Website	Free
Local charters drawn up in accordance with DLUHC's guidelines	Hard copy Notice board Website	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard Copy Website	Free

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy Website	Free
Agendas of meetings (as above)	Hard Copy Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard Copy Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy Website	Free
Responses to consultation papers	Hard Copy Website	Free
Responses to planning applications	Hard Copy Website	Free
Bye-laws	Hard Copy Website (if applicable)	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy Website	Free
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Hard Copy Website	Free
Policies and procedures for the provision of services and about the employment of		Free

staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy Website where applicable.	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hard Copy Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only.	Hard Copy -some information may only be available by inspection)	Free
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	By inspection if held.	Free
Assets register, including details of public land and building assets	By inspection if held	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy Website	Free

Register of members' interests	Hard Copy, Website	Free
Register of gifts and hospitality	Hard Copy, Website	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	hard copy or website; some information may only be available by inspection	
Allotments	Not held.	
Burial grounds and closed churchyards	Hard copy Website	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	www.lichfielddc.gov.uk	
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	free
Bus shelters	Website Hard copy	free
Markets	Websites Posters Noticeboards	free
Public conveniences	www.lichfielddc.gov.uk	
Agency agreements	Hard copy where applicable.	free
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website Hard copy	free
Additional Information Information not itemised in the lists above	As determined by the Council to be available and the format that such information will be made available	
Lichfield District Council services	www.lichfielddc.gov.uk 01543 30800	

Staffordshire County Council services	www.staffordshire.gov.uk	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. The first copy will be provided for collection at our offices for free. Subsequent copies will be charged for as below.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred

For further information, please contact
Steve Lightfoot- Town Clerk
Burntwood Town Council
The Old Mining College
Queen Street
Chasetown
Burntwood WS7 4QH
01543 677166
steve.lightfoot@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk
Our office is located at the Old Mining College and is normally open between 9am and 3pm.

BURNTWOOD TOWN COUNCIL CODE OF CONDUCT

1. INTRODUCTION

In accordance with the Localism Act 2011, section 27 Burntwood Town Council has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members[1] whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council. The Code of Conduct does not apply to what members do in their private and personal lives[2].

Conduct in public life
When acting in your capacity as a member of Burntwood Town Council you must promote and support high standards of conduct. You shall have regard to the following principles:

Selflessness
You should act solely in terms of the public interest and should not seek to gain financial or other material benefits for yourself, your family, your friends, organisations or groups.

Integrity
You should not place yourself under any situation where your integrity may be questioned, you should not behave improperly and should avoid the appearance of such behaviour.

Objectivity
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit.

Accountability
You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office.

Openness
You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

Honesty
You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

1 For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

2 When in engaging in political activities such as canvassing for re-election members are not acting in their official capacity, and for the purposes of this Code of Conduct, such political activities are considered part of a member's private and personal life.

Leadership
You must promote and maintain high standards of conduct by supporting these principles through leadership and by example and should act in a way that secures or preserves the confidence of others. You must have due regard to the impartiality and integrity of the authority's statutory officers and its other officers.[3]

3. MEMBER OBLIGATIONS

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.

2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.

3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.

4. He/she shall use the resources of the Council in accordance with its requirements.

5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer of Lichfield District Council the interests which fall within the categories set out in Appendices A and B.

6. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.

7. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.

8. If the nature of the interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you, or a person connected to you, being subject to violence or intimidation, the interest must not be included in any published version of the Register of

3 Members may express themselves robustly in representing their or their constituents' views, although where a member engages in a sustained or systematic challenge of an officer which is unfounded or in any way unreasonable, such conduct would fall within the scope of this code.

Interests, or to be entered into any copy of the register that is made available to the public.[4] [5]

Declaration of interests at meetings

9. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only must declare the nature of the interest at the meeting if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

10. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

11. Where a matter arises at a meeting which relates to an interest in Appendix B the member shall not vote on the matter. He/she may speak on the matter only if members of the public are not allowed to speak at the meeting.

12. A member only must declare an interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

13. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

14. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if the member has an interest in Appendices A and B if the Council considers that:

    (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;

4 Instead the Register of Interests may state that a member has an interest the detail of which are withheld under section 32(2) of the Localism Act 2011.

5 If the member is required to disclose such an interest in a meeting, the member need not disclose the interest, but merely the fact that the member has a disclosable pecuniary interest in the matter concerned.

AGENDA ITEM 14 – ENCLOSURE NO. 12

(b) without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;

(c) granting the dispensation is in the interests of persons living in the authority's area,

(d) it is otherwise appropriate to grant a dispensation.

Allegations of a failure to comply with the Code of Conduct.

15. All complaints alleging a failure to comply with the Code of Conduct will be considered in accordance with a procedure agreed by the Council.

APPENDIX A

Interests defined by regulations made under section 30(3) of the Localism Act 2011 and described in the table below.

SUBJECT	DESCRIPTION
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 of the Code of Conduct for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director or an incorporated body or holds the beneficial interest in securities*) and the Council: (a) under which the goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to the member's knowledge: (a) the landlord is the Council; and (b) the tenant is a body in which the member, or his/her spouse or civil partner with whom the member is living as if they were spouses/civil partners has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to the members knowledge) has a place of business or land in the area of the Council; and (b) either: (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act

2000 and other securities of any description, other than money deposited with a building society.

APPENDIX B

An interest which relates to or is likely to affect:

(i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

(ii) any body, other than another local authority:

(a) exercising functions of a public nature;
(b) directed to charitable purposes; or
(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

(iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

BURNTWOOD TOWN COUNCIL

STANDING ORDERS

Amended May 2024

AGENDA ITEM 15 – ENCLOSURE NO. 13

STANDING ORDERS WITH RESPECT TO PROCEEDINGS AND BUSINESS OF BURNTWOOD TOWN COUNCIL

STATUTORY PROVISIONS

THESE STANDING ORDERS ARE BASED ON THE NEW NATIONAL MODEL STANDING ORDERS PUBLISHED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) IN 2013.

Some matters on which a council would normally make a Standing Order have been laid down in Acts of Parliament and are therefore compulsory.

The Standing Orders based on the statutory provisions have been printed in **bold type**.

This is so that Councillors can have available in one document a complete procedural code, which includes the prescribed statutory elements and the discretionary rules adopted by Council as Standing Orders.

Statutory provisions cannot be suspended or amended, as can the Standing Orders made by Council (see Standing Order No 32).

All provisions incorporated into these Standing Orders have been made in accordance with primary legislation and with due regard to the provisions of the Human Rights Act 1998.

INDEX OF STANDING ORDERS

AGENDA ITEM 15 – ENCLOSURE NO. 13

LEGEND:

● Mandatory for Full Council meetings
● Mandatory for Committee meetings
● Mandatory for Sub-Committee meetings

1. MEETINGS

a) ● **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**

b) ●● **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning.**

c) ●● **The minimum three clear days public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

d) ●● **Meetings of the Council shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e) **Public Forum:** Subject to Standing Order 1(d) above, a maximum of 30 minutes will be allocated prior to the commencement of any meeting where members of the public may put questions or make comments on any matter in relation to which the Town Council has powers or duties which affect the area. Subject to the Council being given 3 working days' notice of the issue to be raised.

f) **All meetings except for full Council and the Annual Meeting:** Subject to Standing Order 1(d) above, members of the public are also permitted to make representations, answer questions, and give evidence in respect of any item of business included on the meeting's agenda, subject to the Council being given 3 working days' notice of the issue to be raised.

g) Subject to Standing Order 1(e) above, each member of the public shall not normally speak for more than 3 minutes. The Chair will have the discretion to allow a speaker more time if appropriate.

h) In accordance with Standing Order 1(e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

i) In accordance with 1(h) above, the Chair may direct that a response to a question posed by a member of the public be referred to the Leader of the Council or their nominee for an oral response or to an employee for a written response.

j) A record of a public participation session at a meeting shall be noted in the minutes of that meeting.

k) A person shall raise their hand when requesting to speak and stand when speaking when able). The Chair may at any time permit an individual to be seated when speaking.

l) Any person speaking at a meeting shall address their comments to the Chair.

AGENDA ITEM 15 – ENCLOSURE NO. 13

m) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.

n) ●● The press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

n) ● Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Vice-Chair (if any).

o) ● The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

p) ●●● Subject to Standing Order 1(w) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting.

q) **●●● The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.** *(See also Standings Orders 2(h) and 2(i) below.)*

r) ● **Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.** Such a request shall be made before the vote is taken.

s) ●●● The minutes of a meeting shall record the names of Councillors present and apologies for absence.

t) ●●● A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

v) ●●● No business may be transacted at a meeting of the Council **unless at least one third** (8) **of the whole number of Members of the Council are present and in no case shall the quorum of a** committee, sub-committee, working group or Task & Finish Group **meeting be less than 3.**

w) ●●● **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

AGENDA ITEM 15 – ENCLOSURE NO. 13

2. ORDINARY COUNCIL MEETINGS

(See also Standing Order 1 above)

a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

b) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

c) If no other time is fixed, the annual meeting of the Council shall take place at 6.00 pm.

d) In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

e) The election of the Chair and Vice-Chair of the Council shall be the first business completed at the annual meeting of the Council.

f) The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

g) The Vice-Chair of the Council, if any, unless they resign or becomes disqualified shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

h) In an election year, if the current Chair of the Council has not been re-elected as a Member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

i) In an election year, if the current Chair of the Council has been re-elected as a Member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.

j) Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting of the Council, the business of the annual meeting shall include:

i) In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date.

ii) Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes and/or to determine recommendations made by committees.

iii) Appointment of committees, sub-committees, working groups, Task & Finish Groups.

iv) Appointment of representatives to represent the Council on Outside Bodies.

v) Any other business specified in the summons.

Other Meetings

k) After the first business has been completed the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:

- **i) After consideration to approve the signing of the Minutes by the person presiding as a correct record.**
- **ii) To deal with business expressly required by statute to be done.**
- iii) Chair’s announcements.
- iv) To dispose of business, if any, remaining from the last meeting.
- v) To receive and consider reports and minutes of committees.
- vi) To answer questions from Councillors.
- vii) To receive and consider resolutions or recommendations in the order in which they have been received.
- viii) To consider motions in the order in which notice has been received.
- ix) Any other business specified in the summons.

Urgent Business

m) A motion to vary the order of business on the grounds of urgency:

- i) May be proposed by the Chair or by any Councillor and, if proposed by the Chair, may be put to the vote without being seconded, and
- ii) Shall be put to the vote without discussion.

AGENDA ITEM 15 – ENCLOSURE NO. 13

3. PROPER OFFICER

a) The Council's Proper Officer shall be either:

i) The Town Clerk

ii) Or such other employee as may be appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

b) The Council's Proper Officer shall do the following:

i) Sign and serve on Councillors by delivery or post or email **at their residence a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee** and sub-committee **at least 3 clear days before the meeting.**

ii) Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee **(provided that public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

iii) Subject to Standing Orders 4(a)-(e) below, include in the agenda all motions in the order received unless a Councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it.

iv) Convene a meeting of Full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in her/**his office, in accordance with Standing Order 3(b)(i) above.**

v) Make available for inspection the minutes of meetings.

vi) Receive and retain copies of byelaws made by other local authorities.

vii) Receive and retain acceptance of office forms from Councillors.

viii) Retain a copy of every Councillor's register of interests.

ix) Keep proper records required before and after meetings.

x) Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.

xi) Receive and sign general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

xii) Manage the organisation, storage of and access to information held by the Council in paper and electronic form.

xiii) Arrange for legal deeds to be signed by two Councillors and witnessed. (See also Standing Orders 15a) and (b).)

xiv) Arrange for prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.

xv) Record every planning application notified to the Council and the Council's response to the local planning authority electronically on the planning software used by the Council.

xvi) Refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Planning and Development Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of the planning application requires consideration before the next ordinary meeting of the Planning and Development Committee.

xvii) To certify copies of bylaws made by the Council.

xviii) Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

4. MOTIONS REQUIRING WRITTEN NOTICE

a) In accordance with Standing Order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear days before the next meeting.

b) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.

c) Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Councillors.

d) The Proper Officer shall insert in the Summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Councillor giving a notice of motion has stated in writing that s/he intends to move at some later meeting or that s/he withdraws it.

e) If a resolution or recommendation specified in the summons is not moved either by the Councillor who gave notice of it or by any other Councillor, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

f) Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Councillors.

g) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

h) If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if they considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

AGENDA ITEM 15 – ENCLOSURE NO. 13

5. MOTIONS NOT REQUIRING WRITTEN NOTICE

a) Motions in respect of the following matters may be moved without written notice:

i) To appoint a person to preside at a meeting.

ii) To approve the accuracy of the minutes of the previous meeting.

iii) To correct an inaccuracy of the draft minutes of the previous meeting.

iv) To dispose of business, if any, remaining from the last meeting.

v) To alter the order of business on the agenda for reasons of urgency or expedience.

vi) That the Council proceed to the next business.

vii) To close or adjourn debate.

viii) To refer by formal delegation a matter to a committee or a sub-committee or an employee.

ix) To appoint a committee or sub-committee or any Councillors (including substitutes) thereto.

x) To receive nominations to a committee or sub-committee.

xi) To dissolve a committee or sub-committee.

xii) To note the minutes of a meeting of a committee or sub-committee.

xiii) To consider a report and/or recommendations made by a committee or a sub-committee or any employee.

xiv) To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.

xv) To authorise legal deeds to be signed by two Councillors and witnessed. (See Standing Orders 14(d).

xvi) To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.

xvii) To give leave to withdraw a resolution or amendment.

xviii) That the question be now put.

xix) To extend the time limit for speeches.

xx) To exclude the press and public for all or part of a meeting.

xxi) To silence or exclude from the meeting a Councillor or member of the public for disorderly conduct.

xxii) To give the consent of the Council if such consent is required by Standing Orders.

xxiii) To suspend any Standing Order except those which are mandatory by law.

AGENDA ITEM 15 – ENCLOSURE NO. 13

xxiv) To adjourn the meeting.

xxv) To appoint representatives to outside bodies.

b) If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6. RULES OF DEBATE

a) Motions and Amendments

i) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.

ii) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

iii) A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.

b) Seconder's Speech

A Councillor when seconding a motion or amendment may, if they then declares their intention to do so, reserve their speech until a later period of the debate.

c) Content of Speeches

A Councillor shall direct their speech to the question under discussion or to a personal explanation or to a point of order – naming the appropriate order.

d) Length of Speeches

No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Chair of the Council.

e) Amendments to Motions

i) A resolution or amendment shall not be discussed unless it has been proposed and seconded and, unless proper notice has already been given, it shall, if required by the Chair, be put in writing, and handed to them before it is further discussed or put to the meeting.

ii) A Councillor may move amendments to their own motion. If that motion has already been seconded, an amendment to it shall be moved only with the consent of the seconder.

iii) Any amendment to a motion shall be relevant to the motion and shall be either:

- To leave out words
- To add words
- To leave out words and add other words
- To refer a subject of a debate to a committee for consideration or reconsideration

iv) An amendment to a motion shall not have the effect of rescinding, negating or radically altering the original or substantive motion under consideration.

v) Only one amendment shall be moved and debated at a time. No further amendments to a motion shall be moved until the amendment under discussion has been disposed of unless the Chairman considers this expedient.

vi) If an amendment is not carried, other amendments may be moved on the original motion.

vii) If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

viii) The mover of the motion or of an amendment shall have the right of reply, not exceeding 3 minutes.

ix) A Councillor, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

x) A Councillor may speak on a point of order or a personal explanation. A Councillor speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by them which may have been misunderstood.

xi) A Councillor exercising a right of reply shall not introduce new matters.

xii) After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

xiii) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of the debate and immediately before it is put to the vote.

f) When a Councillor May Speak Again

Subject to Standing Orders 6(f), (h) and (i), a Councillor may not speak further in respect of any one motion whilst it is the subject of debate, except:

i) to speak once on an amendment moved by another Councillor;

ii) to move or speak on another amendment if the motion has been amended since they last spoke;

iii) to make a point of order;

iv) to give a personal explanation; or

v) in exercise of a right of reply.

g) Points of Order and Personal Explanation

i) During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and shall be entitled to be heard forthwith and the Councillor who was interrupted shall stop speaking.

ii) A Councillor raising a point of order shall identify the Standing Order or statutory provision which they considers has been breached and the way they considers it has been breached or specify the irregularity in the meeting they are concerned by.

iii) A point of order shall be decided by the Chair and their decision shall be final.

iv) A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood in the present debate.

h) Withdrawal of a Motion

A motion amendment may be withdrawn by the proposer with the consent of the Council and in cases of Motions Moved Without Notice with the consent of the seconder, which shall be signified without discussion, and no Councillor may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

i) Motions Which May be Moved During a Debate

When a Councillor's motion is under debate no other motion shall be moved except:

i) To amend the motion

ii) To proceed to the next business

iii) To adjourn the debate

iv) To put the motion to a vote

v) To ask a person to be no longer heard or to leave the meeting

vi) To refer a motion to a committee or sub-committee for consideration

vii) To exclude the public and press

viii) To adjourn the meeting

ix) To suspend particular Standing Order, excepting those which reflect mandatory statutory requirements.

j) Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

k) Standing

A Councillor shall stand when speaking when able.

l) Ruling on Point of Order or Personal Explanation

The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.

m) Mode of Address

During the sitting of the Council, Councillors shall address the Chair and every Councillor shall, in referring to the Chairman, Vice-Chair, Councillors and Officers, employ their respective official titles.

n) Only One Councillor to Stand and Speak at a Time

A Councillor when speaking shall stand (when able) and address the Chair. If two or more Councillors rise, the Chair shall call on one to speak; the other or others shall then sit. While a Councillor is speaking the other Councillors shall remain seated and silent, unless rising on a point of order or in personal explanation.

o) Respect for the Chair

Whenever the Chair speaks during a debate a Councillor then standing shall resume their seat and the Council shall be silent.

p) Closure Motions

A Councillor may move without comment at the conclusion of a speech of another Councillor:

i) "That the Council proceed to the next business".

ii) "That the motion be now put".

iii) "That the debate be now adjourned".

iv) "That the Council do now adjourn".

On the seconding of which the Chair shall proceed as follows:

- On a motion "That the Council proceed to the next business", unless in their opinion the matter before the meeting has been insufficiently discussed, they shall first give the mover of the original motion a right of reply, and then put to vote the motion to proceed to the next business.

- On a motion "That the motion be now put", unless in their opinion the matter before the meeting has been insufficiently discussed, they shall first put to the vote the motion that the motion be now put, and if it is passed then give the mover of the original motion their right of reply under Standing Order 6(f) before putting their motion to the vote.

- On a motion "That the debate be now adjourned" or "That the Council do now adjourn"; if in their opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discuss on that occasion, they shall put the adjournment motion to the vote without giving the mover of the original motion their right of reply on that occasion.

- On resuming an adjourned debate, the Councillor who moved its adjournment shall be entitled to speak first.

(NOTE: Where a meeting is adjourned the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification to Councillors not present of the date of the continuation of the meeting.)

q) Alterations of Motions

i) For Motions Moved on Notice a Councillor may:

a) With the consent of the Council without discussion alter a motion of which they have given notice, provided the alteration is one which could be made as an amendment thereto;

and

b) Move amendments to their own motion.

ii) For Resolutions Moved Without Notice a Councillor may:

a) With the consent of their seconder and the Council signified without discussion alter a motion, provided the alteration is one which could be made as an amendment thereto;

and

b) With the consent of their seconder, move amendments to their own motion.

AGENDA ITEM 15 – ENCLOSURE NO. 13

7. CO-OPTION: PROCEDURE TO FILL A CASUAL VACANCY OCCURING ON THE TOWN COUNCIL

a) If a casual vacancy should arise on the Council due to:

- a Councillor's failure to make their Declaration of Acceptance of Office within the proper time,
- resignation or
- death

then the Town Clerk will normally start the proceedings to fill the vacancy without further recourse to a meeting of the Town Council.

b) If a casual vacancy arises for any other reason, e.g. disqualification due to six months absence from meetings or other reason for disqualification, then the Town Clerk on behalf of the Town Council shall declare the office vacant and start the proceedings to fill the vacancy without further recourse to a meeting of the Town Council.

c) If a casual vacancy arises within six months of the day when the Councillor whose office is declared vacant would ordinarily have retired then no by-election may be demanded. As the Council is permitted either to advertise the vacancy for co-option or to leave the office vacant until the date of the next ordinary election, the Council will be asked at its next suitable meeting which option it wishes to pursue.

d) Except in the circumstances described in (c) above, notice of the vacancy will be issued by the Town Council in consultation with the Electoral Services section of Lichfield District Council; notices will normally be placed on the Council's notice board, on the Council's web site, in Burntwood Library and in the local press.

e) If a by-election is called, Electoral Services will inform the Town Council and will then make all the necessary arrangements for the by-election. Poll cards for the by-election will be issued by Electoral Services; poll cards are optional and the Town Council will incur a cost for issuing them.

f) If no by-election is called, Electoral Services will inform the Town Council and the Town Council can co-opt a new Member. Normally the Town Clerk will invoke the procedure to do this immediately without recourse to a meeting of the Council.

g) Co-option vacancies will be advertised on the Council's notice board and through any other medium which the Council or Town Clerk consider suitable.

h) Applications for co-option will be considered at the next suitable meeting of the Council.

i) Applicants for co-option will be asked to submit information about themselves and must confirm their eligibility for the position of Councillor within the statutory rules. They will be invited to give a presentation of up to three minutes to the Council meeting at which the co-option will be considered.

j) At the meeting there will be no further discussion following the presentations. The Council shall vote upon the applicant(s). The Council will suspend Standing Order 1(s) and agree to conduct the vote by ballot. Ballot papers will be distributed, and the Council will proceed immediately to vote. The Council reserves the right not to make a co-option.

k) Voting will be according to the statutory requirements, i.e. by a clear majority of those present and voting.

l) The successful application will execute the Declaration of Acceptance of Office within the specified timeline after the decision has been made and will therefore receive summonses to meetings of the Council and may act as a Member of the Council.

8. CODE OF CONDUCT (ENGLAND)

See also Standing Orders 1(d)-(i) above.

a) All Councillors shall observe the Code of Conduct adopted by the Council.

b) If a Councillor has a personal interest as defined by the Code of Conduct adopted by the Council, then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

c) Councillors with a Disclosable Pecuniary Interest (DPI) will leave the room when the item in which they have interest is discussed by the Council.

d) If a Councillor who has declared a personal interest, then considers the interest to be prejudicial, they must withdraw from the room or chamber during consideration of the item to which the interest relates.

e) **Dispensation requests shall be in writing to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

f) A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

g) The existence, duration and nature of any dispensations granted will be clearly minuted and included in the Register of Disclosable Interests.

h) The Proper Officer is required to compile and hold a Register of Councillors' interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

i) A dispensation may be granted in accordance with standard order 8(f) above if having regard to all relevant circumstances the following applies:

- **i) without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**

- **ii) granting the dispensation is in the interests of persons living in the Council's area or**

- **iii) it is otherwise appropriate to grant a dispensation.**

9. QUESTIONS

a) A Councillor may seek an answer to a question concerning any business of the Council provided 3 working days' notice of the question has been given to the Proper Officer.

b) Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

c) Every question shall be put and answered without discussion.

d) A person to whom a question has been put may decline to answer.

10. MINUTES

a) If a copy of the draft Minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

b) No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be moved in accordance with standing order 5(ii) above.

c) Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the Minutes relate.

d) If the Chair of the meeting does not consider the Minutes to be an accurate record of the meeting to which they relate, they shall sign the Minutes and include a paragraph in the following terms or to the same effect:

> "The Chair of this meeting does not believe that the Minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the majority of the ( ) and the Minutes are confirmed as an accurate record of the proceedings."

e) Upon a resolution which confirms the accuracy of the Minutes of a meeting, any previous draft Minutes or recordings of the meeting shall be destroyed.

f) Presentation of Committee Minutes and Reports

The Chair of the committee concerned, or in their absence the Vice-Chair or, should they also be absent, such other Councillor as the Chair may select, shall move an original motion that the Minutes of the committee be received or approved and adopted as the case may be. On such a motion being duly seconded it shall operate as a series of motions that each item of the Minutes or report be received and the recommendations therein (if any) be adopted. The committee minutes shall here upon be open to discussion by the Council.

AGENDA ITEM 15 – ENCLOSURE NO. 13

11. DISORDERLY CONDUCT

a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

b) If, in the opinion of the Chair, there has been a breach of Standing Order 11(a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting and the motion, if seconded, shall be put forth with and without discussion.

c) If a resolution made in accordance with Standing Order 11(b) above is disobeyed the Chair may take such further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

d) General Disturbance

In the event of general disturbance which, in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair may, without the question being put, adjourn the meeting for such period as they at their discretion shall consider expedient.

e) Disturbance by Members of the Public

If the public interrupts the proceedings of any meeting, the Chair of the Council or committee Chair may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

12. RECISSION OF PREVIOUS RESOLUTIONS

a) A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 11 Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

b) When a special motion or any other motion moved pursuant to Standing Order 12(a) above has been disposed of, no similar motion may be moved within a further 6 months.

13. VOTING ON APPOINTMENTS

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of the votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair’s casting vote

AGENDA ITEM 15 – ENCLOSURE NO. 13

14. EXPENDITURE

a) Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.

b) The Council's Financial Regulations shall be reviewed once a year.

c) The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

d) Orders for the payment of money shall be authorised by resolution of the Council and signed by two Councillors.

15. EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Order 5(a)(xv) above.

a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by resolution.

b) In accordance with a resolution made under Standing Order 14(a) and (d) above, any two Members of the Council may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

c) Authentication of Documents for Legal Proceedings

Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Proper Officer or a person authorised by him unless any enactment otherwise requires or authorises, or the Council give the necessary authority to another officer for the purpose of such proceedings.

16. COMMITTEES

See also Standing Order 1 above.

a) The Council may, at its Annual Meeting, appoint committees and may at any other time appoint such committees as may be necessary, and:

i) Shall determine their terms of reference.

ii) May permit committees to determine the date of their meetings.

iii) Shall appoint and determine the term of office of members of such a committee so as to hold office no later than the next Annual Meeting.

iv) May appoint substitute Councillors to a committee whose role is to replace ordinary Councillors at a meeting of a committee if ordinary Councillors of the committee have confirmed to the Proper Officer 2 days before the meeting that they are unable to attend.

v) An ordinary Member of a committee who has been substituted at a meeting by a substitute Member (in accordance with Standing Order 16(a)(iv) above shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

vi) May in accordance with Standing Orders, dissolve a committee at any time.

AGENDA ITEM 15 – ENCLOSURE NO. 13

vii) Except where authorised by statute or ordered by the Council, in the case of a committee, the quorum of a committee shall be one-half of its Members.

17. SUB-COMMITTEES

See also Standing Order 1 above.

a) Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and Members shall be determined by resolution of the committee.

b) i) No act of the sub-committee shall have effect until approved by the committee or the Council as appropriate.
ii) All sub-committees will report to the parent committee on a regular basis.

c) The Chair and Vice-Chair of the committee shall be Members of every sub-committee appointed unless they signify that they do not wish to serve.

18. EXTRAORDINARY MEETINGS

See also Standing Order 1 above.

a) The Chair of the Council may convene an extraordinary meeting of the Council at any time.

b) If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

c) The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

d) If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by two Councillors, those two Councillors man convene an extraordinary meeting of a committee (or sub- committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

19. ADVISORY COMMITTEES

See also Standing Order 1 above.

a) The Council may appoint Advisory Committees comprised of a number of Councillors.

b) The name of an Advisory Committee, the number of Members and the bodies to be invited to nominate Members shall be specified.

c) The Proper Officer shall inform the Members of each Advisory Committee of the terms of reference of the committees.

d) An Advisory Committee may make recommendations and give notice thereof to the Council but its decisions and recommendations shall not be mandatory.

AGENDA ITEM 15 – ENCLOSURE NO. 13

20. RESPONSIBLE FINANCIAL OFFICER

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

21. ACCOUNTS AND ACCOUNTING STATEMENTS

a) "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).

b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

b) The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

   i) the Council's receipts and payments for each quarter;

   ii) the Council's aggregate receipts and payments for the year to date;

   iii) the balances held at the end of the quarter being reported

   and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

   d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

      i) each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and

      ii) to the Full Council the accounting statements for the year in the form of Section 2 of the Annual Return, as required by proper practices, for consideration and approval.

e) The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft Annual Return shall be presented to each Councillor before the end of the following month of May. The Annual Return of the Council, which is subject to external audit, including the governance statement, shall be presented to Council for consideration and formal approval before 30 June.

22. ESTIMATES/PRECEPTS

a) **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.

b) Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than 31 October.

AGENDA ITEM 15 – ENCLOSURE NO. 13

23. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

a) Canvassing Councillors or the Members of a committee or sub-committee directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.

b) A Councillor or a Member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

c) This Standing Order shall apply to tenders as if the person making the tender were a candidate for appointment.

24. INSPECTION OF DOCUMENTS

a) Subject to Standing Orders to the contrary a Councillor may, for the purposes of her/his official duties (but not otherwise) inspect any documents in the possession of the Council or a committee or a sub-committee and request a copy for the same purpose.

b) The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

25. UNAUTHORISED ACTIVITIES

Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

a) Inspect or enter any land and/or premises which the Council has a right or duty to inspect or enter; or

b) Issue orders, instructions or directions.

26. CONFIDENTIAL BUSINESS

a) Councillors and employees shall not disclose confidential or sensitive information which for special reasons would not be in the public's interest.

b) A Councillor in breach of the provisions of Standing Order 26(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

c) An employee in breach of the provisions of Standing Order 26(a) above may be subject to disciplinary action by the Council.

27. GENERAL POWER OF COMPETENCE (ENGLAND)

a) Before exercising the general power of competence, a meeting of the Full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible Parish Council.

b) The Council's period of eligibility begins on the date that the resolution under Standing Order 27(a) above was made and a resolution should be passed at each subsequent relevant annual meeting confirming that the Council meets the conditions set out below:

(1) At the time a resolution under paragraph 1 is passed:

(a) the number of members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the Council;

(b) the clerk to the parish council holds:

(i) the Certificate in Local Council Administration;
(ii) the Certificate of Higher Education in Local Policy;
(iii) the Certificate of Higher Education in Local Council Administration; or
(iv) the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications; and

(c) the clerk to the parish council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph (b).

(2) For the purposes of this paragraph "relevant training" means training:

(a) in the exercise of the general power;

(b) provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils, as revised from time to time.

c) After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the general power of competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in Standing Order 27(b) above.

AGENDA ITEM 15 – ENCLOSURE NO. 13

28. MATTERS AFFECTING COUNCIL EMPLOYEES

a) If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, committee or sub-committee has decided whether or not the press and public shall be excluded pursuant to Standing Order 1(c) above.

b) Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, capabilities, grievance and disciplinary matters as confidential and secure.

c) The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

d) No employee other than the Town Clerk/Deputy Town Clerk shall have access to staff records referred to in Standing Orders 28(b) and (c).

e) Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 128b) and (d) above shall be provided only to the Town Clerk/Deputy Town Clerk if so justified.

f) Relatives of Councillors or Officers

If a candidate for any appointment under the Council is to her/his knowledge related to any Councillor or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Proper Officer. A candidate who fails to do so shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Proper Officer shall report to the Council or to the appropriate committee any such disclosure.

g) The Proper Officer shall make known the purpose of this Standing Order to every candidate.

29. FREEDOM OF INFORMATION ACT 2000

Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Policy & Resources Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

30. FINANCIAL CONTROLS AND PROCUREMENT

a) The Council shall consider and approve Financial Regulations drawn up by the RFO, which shall include detailed arrangements in respect of the following:

   i) The accounting records and systems of internal control.

   ii) The assessment and management of financial risks faced by the Council.

   iii) The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually.

   iv) The inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments.

   v) Procurement policies (subject to Standing Order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £25,000.

b) Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

c) Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in Standing Order 30(d) below,

d) Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

   i) A specification of the goods, materials, services and the execution of works shall be drawn up.

   ii) An invitation to tender shall be drawn up to confirm (i) the Council's specification, (ii) the time, date and address for the submission of tenders, (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process

   iii) The invitation to tender shall be advertised in an appropriate manner.

   iv) Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.

   v) Tenders submitted shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed.

   vi) Tenders are to be reported to the appropriate meeting of the Council or committee or sub-committee with delegated responsibility.

e) Neither the Council, nor a committee a sub-committee with delegated responsibility is bound to accept the lowest value tender, estimate or quotation or indeed any.

f) For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public

AGENDA ITEM 15 – ENCLOSURE NO. 13

Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.

31. ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT

a) On receipt of a notification that there has been an alleged breach of the Code of Conduct the Proper Officer shall refer it to the Monitoring Officer at Lichfield District Council.

b) Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Leader of the Council of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this Standing Order, who shall continue to act in respect of that matter as such until the complaint is resolved.

c) Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

d) The subject matter of notifications shall be confidential and, insofar as it possible to do so by law, the Council (including the Proper Officer and the Leader of the Council) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality:

    i) Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.

    ii) Ensure that any background papers containing the information set out in Standing Order 30(a) above are not made public.

    iii) Ensure that the public and press are excluded from meetings as appropriate.

    iv) Ensure that the minutes of meetings preserve confidentiality.

    v) Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.

e) Standing Order 30(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Leader of the Council otherwise) from disclosing information to Councillors and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

f) The Council may:

    i) Seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter.

    ii) Seek and share information relevant to the complaint.

    iii) Grant the Councillor involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the Full Council.

g) References in Standing Order 30 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the Code of Conduct by a Councillor.

h) Upon notification by the District Council that a Councillor has breached the

Council's Code of Conduct, the Council shall consider what, if any, action to take against her/him. Such action excludes disqualification or suspension from office.

32. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

a. Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

b. A motion to permanently add to or to vary or revoke one or more the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting vote in favour of the same.

33. RESTRCTION ON COUNCILLOR ACTIVITES

Unless authorised by a resolution, no Councillor shall:

i) inspect any land and/or premises which the Council has a right or duty to inspect, or
ii) issue orders, instructions, or directions.

34. STANDING ORDERS TO BE GIVEN TO COUNCILLORS

a) The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of her/his declaration of acceptance of office form.

b) The Chair's decision as to the application of Standing Orders at meetings shall be final.

c) A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in them being excluded from the meeting in accordance with Standing Orders.

Burntwood Town Council Risk Assessment Register

		Impact			
		Negligible (1)	Low (2)	Medium (3)	High (4)
Likelihood	High (4)	4	8	12	16
	Medium (3)	3	6	9	12
	Low (2)	2	4	6	8
	Negligible (1)	1	2	3	4

Date Created	Date Adopted	Date last reviewed.	Date for next review.	Adoption by Council
June 2022	November 2022.	January 2024	**January 2025.**	**May 2024**

AGENDA ITEM 16 – ENCLOSURE NO. 14

1. ORGANISATION

Reference	Risk	Probability	Impact	Risk Score	Policy	Risk after mitigation	Owner	Frequency of Review
1.1	Loss of Town Clerk (Responsible Officer)	Low (2)	Medium (3)	6	Continuity through Deputy Clerk. Arrange a Locum Town Clerk (SPCA for advice) Town Clerk's email account available to Deputy.	4	Chair	Twice annually. May & October
1.2	Loss of RFO	Low (2)	Medium (3)	6	Maintain up to date record. Locum support via SPCA	4	Chair Town Clerk	Twice annually. May & October
1.3	Loss of IT data	Low (2)	High (4)	8	Date Back Up in safe on hard drive daily. Work with IT suppliers to identify risks. Undertake training to spot threats	4	Town Clerk	Quarterly

1.4	Lone Working	Low (2)	Medium (3)	6	Policy adopted Ensure staff are aware of safety and their surroundings.	4	Town Clerk	Annually
1.5	Loss of a Councillor	Medium (2)	Low (2)	4	Guide to filling a casual vacancy in Standing Orders. Notify LDC.	2	Town Clerk	Annually (May)
1.6	Pandemic. Global health crisis (eg Covid 19)	Medium (2)	Medium (2)	4	Ensure good communication is cascaded. Review working from home issues. Check suitable IT equipment is available.	2	Town Clerk	Annually (May)

AGENDA ITEM 16 – ENCLOSURE NO. 14

2. PLANNING

Reference	Risk	Probability	Impact	Risk Score	Policy		Owner	Frequency of Review
2.1	Statutory /LDC Plans and Frameworks not met	Medium (2)	Low (2)	4	Maintain upto date references. Seek training where required	2	Council. Town Clerk	**Annual**
2.2	Town appearance, aesthetics etc. Neighbourhood impact degenerated.	Medium (2)	High (4)	8	Maintain awareness of local environmental and infrastructure issues. Keep list of town assets and maintenance schedules up to date. Work with and report to other authorities.	4	Council. Town Clerk	Six Months.
2.3	Conflict with other authorities	Medium 2	Medium 2	4	Gather evidence and data to promote transparency. Regularly meet and liaise (eg. Burntwood Town Deal) Involve other authorities at early stage.	2	Council. Town Clerk	Six Months
2.4	Enforcement	Medium 3	Medium 3	9	Gather evidence and report appropriately.	4	Members. Town Clerk	Six Months

AGENDA ITEM 16 – ENCLOSURE NO. 14

3. COMMUNITY SPACE & PARTNERSHIPS

Reference	Risk	Probability	Impact	Risk Score	Policy		Owner	Frequency of Review
3.1	BTC infrastructure. Welcome Signs, Defib boxes, planters, bus shelters. – damaged or dirty	Low 2	Low 2	4	Inspect regularly. Take appropriate and timely action to repair or maintain	4	Town Clerk	Quarterly
3.2	Deterioration of other areas; litter, fly tipping, dog mess etc.	Medium 3	Medium 3	9	Support and work with local community organisations. Use grant schemes to help build capacity. Liaise with partners, collaborate with other authorities	4	Town Clerk	Quarterly
3.3	Community Capacity, volunteers diminishing.	Medium 3	Medium 3	9	Maintain good contacts and communications with voluntary organisations. Support through grants, signposting. Offer visits from Chair to encourage.	4	Chair. Council. Town Clerk	Quarterly

4. DEMOCRACY

Reference	Risk	Probability	Impact	Risk Score	Policy		Owner	Frequency of Review
4.1	Compliance with Code of Conduct	Low	High	8	Signed acceptance of office to ensure members abide by the Code of Conduct. Annual Review of Register of Members interest	2	Council. Town Clerk	May, October
4.2	Deficient Standing Orders	Low	Low	2	Standing Orders reviewed by Policy & Performance Committee annually. Clerk review quarterly and advise full council of any changing circumstances or potential issues that have arisen	2	Council. P&R Committee. Town Clerk	Annual
4.3	Inaccurate Minutes	Low	Medium	4	Drafts sent to Clerk and then Chair. Reviewed and approved at meeting	2	Chairs of Council & Committees Town Clerk	Six Month
4.4	Loss of Minutes	Low	Medium	4	Electronic backup daily	4	Town Clerk	Six Months
4.5	Image and Reputation of Council	Medium	High	8	Ensure social media and website content is appealing and up to date. Engage with community groups regularly. Undertake annual survey to help understand levels of satisfaction.	4	Council. Town Clerk	Annual

5. OLD MINING COLLEGE, CHASE TERRACE COMMUNITY CENTRE AND CEMETERY

Specific Risk Assessment Held on File

Reference	Risk	Probability	Impact	Risk Score	Policy		Owner	Frequency of Review
5.1	Health, Safety and Wellbeing	Low	Medium	4	Specific day to day risk assessments are in place. First Aid kits checked regularly. List of qualified First Aiders maintained.	4	Town Clerk	Monthly
5.2	Excessive costs for maintenance, utilities etc	Medium	Medium	6	Monitor costs, and seek best value.	4	Town Clerk	Annually
5.3	Vacant Units at OMC, Room hire at CTCC	Medium	Low	4	Use networks to promote business use of OMC	2	Town Clerk	Annually
5.4	Fire, burglary at OMC &CTCC	Low	High	8	Alarm and maintenance and insurance contracts in place. Fire Marshal appointed. Regular drills and information available for staff and tenants.	4	Town Clerk.	Annually

6. COMMUNITY EVENTS

Specific Risk Assessments on file and review before each event.

Reference	Risk	Probability	Impact	Risk Score	Policy		Owner	Frequency of Review
6.1	Health, Safety Wellbeing	Low	Medium	4	Specific risks are assessed for each event and are held on file, and used to brief staff. A dynamic risk assessment is completed on the day to take into account factors such as weather	4	Town Clerk. Events Manager	Annual
6.2	Reputation. Expectation management	Low	Medium	4	Good clear communications on all available channels. Cost effective and review publicity.	4	Town Clerk	Quarterly

Burntwood Town Council Scheme of Delegation

1.0 Discharge of the Scheme of Delegation

1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed every two years and when there are staffing changes. Unless a change in law necessitates review.

1.3 One of the purposes of the document is to clearly define the parameters within which councillors and officers of the Council can act on behalf of the Town Council.

1.5 The other purpose of the document is to capture the various delegated powers that the Council has granted to its committees. This element of the scheme is based on the Terms of Reference approved for each committee as set out in Appendix 1.

1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

2.0 Principles of Delegation

2.1 Section 101 of the Local Government Act 1972 makes provision for the Town Council to delegate its powers (except those incapable of delegation) to a committee or an officer. In turn a Committee may delegate its powers to a sub-committee or an officer.

2.2 Any delegation must comply with the Council's Standing Orders, its Financial Regulations and any other policies or conditions imposed by the Council and within the law.

2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.

2.4 Where the Proper Officer is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chairman of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3.0 Committees of the Council

3.1 The Council may at the Annual Meeting appoint Committees and at any other time appoint such other Committees when required. The following conditions will apply to any appointment:

i) The Council can at any time suspend, dissolve or alter the Membership of a Committee.

ii) The Chairman and Vice-Chairman of the Council may be Members of every Committee should they wish.

iii) A Chairman and Vice Chairman, for each Committee will be ratified by full Council at the Annual Meeting of the Council. That Chairman and Vice Chairman will then preside until the next Annual Meeting of the Council

iv) Committees shall meet within the timetable approved by the Council at its Annual meeting or on appointment of the committee.

v) Meetings shall be open to the public, although the Committee may resolve to exclude the press and public under section 1 Public Bodies (Admission to Meetings) Act 1960 only when there are confidential matters to be discussed.

vi)The Chairman of a Committee, or the Chairman of the Council, may summon a special meeting of that Committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

vii) The quorum of all Committees will be laid out in the terms of reference for that Committee.

viii) Committees shall, always act in accordance with the Council's Standing Orders and Financial Regulations. The Committees must operate within the statutory framework of powers and duties granted by way of rules, regulations, schemes, bylaws, orders made and within any directions given by Council from time to time.

ix) The minutes of any Committee Meetings shall be precented to the next meeting of the Council. Where Council votes to adopt the minutes, this means that the recommendations proposed in those minutes become resolutions in law. Members can discuss any recommendation prior to voting and change it and/or exclude it from the voting, should they feel that it is necessary.

x) All members of the Council shall receive agendas and supporting papers of Council and all Committees electronically, except where a special request has been presented to receive documentation in paper format and by post.

xi) Members of Committees shall vote by a show of hands. Chairman of Committees shall have a second or casting vote.

4.0 Prescence of Non-Members of Committees at Committee Meetings

4.1 Any Council Member may attend, and with the permission of the Committee Chairman, speak on matters at a meeting of a Committee or Sub Committee of which they are not a member, but may not vote.

4.2 A member who has proposed a motion which has been referred to any Committee of which he is not a Member, may explain his motion to the Committee but shall not vote.

5.0 Delegations to Committees

5.1 Committees are not bound to exercise delegated powers and may at their discretion refer matters to the Council for decisions.

5.2 Each committee is required to propose that its minutes and any recommendations therein should be approved and answer any queries and requests for clarifications.

5.3 Except as mentioned below, each committee shall exercise on behalf of the Council the functions assigned to it as set out in Appendix 2.

i) The borrowing of money.

ii) The setting of the budget and levying of the Precept.

iii) The disposal of land, other than lettings for two years of less.

iv) The introduction of new major policy or a change in the Council's established policy.

v) The making, amending or revoking of Standing orders, Financial Regulations or this Scheme of Delegation.

vi) The making, amending or revoking of byelaws.

vii) The purchase of land not provided for, or at a cost more than a sum allowed therefor, in any approved capital works.

viii) Confirming the appointment of the Clerk.

6.0 Proper Officer Duties & Powers

6.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

i) Receive declarations of acceptance of office.

ii) Receive and record notices disclosing interests at meetings.

iii) Receive and retain plans and documents.

iv) Sign notices, agreements, licences or other documents on behalf of the Council.

v) Receive copies of byelaws made by another local authority.

vi) Certify copies of byelaws made by the Council.

vii) Sign and issue summonses to attend meetings of the Council.

viii) Keep proper records of all Council Meetings.

ix) Notify the Monitoring Officer of any casual vacancies and liaise with them regarding the conduct of elections.

6.2 In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

i) The day-to-day administration of services, together with routine inspections and controls. These actions are described in more detail in Appendix 2.

ii) Authorisation of routine expenditure within the agreed budgets.

iii) Emergency expenditure outside of the agreed budget (see 7 – Urgent matters below).

iv) Dealing with all press and public relations on behalf of the Council in consultation with the Chairman or Vice-Chairman.

7.0 Urgent Matters

7.1 In the event of any matter arising which requires an urgent decision notwithstanding delegated powers granted by this Scheme of Delegation, the Chairman and/or Vice-Chairman of the relevant Committee and the Town Clerk shall have delegated power to act on behalf of the Council in respect of the matter then under consideration.

7.2 Before exercising the delegated powers granted by paragraph 7.1 above, consideration should be given to whether the matter is of sufficient importance to justify recommending to the Chairman that an Extraordinary Meeting of the Council should be called.

7.3 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meetings of the Council.

MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON WEDNESDAY 06 MARCH 2024 COMMENCING AT 6.00 PM

PRESENT

Councillor P Taylor [in the Chair]
Councillors D Ennis, Evans, S Taylor, Tranter, Willis-Croft and Wittstock

In attendance

Ms J Minor, Deputy Clerk
Ms K Horner, Community Development and Engagement Officer

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

52. **APOLOGIES FOR ABSENCE**

Councillor Coe MBE [Unwell]
Councillor R Ennis [Work Commitments]
Councillor Gittings [Personal Reasons]
Councillor Holdsworth [Work Commitments]
Councillor Kirkham [Work Commitments]

The reasons for the apologies were approved.

53. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor P Taylor referred to Agenda Item 3 – Minutes and in particular Minute No. 38 – Declarations of Interest and Dispensations.

Councillor D Ennis referred to his previous declared interest in items referring to the Grangemoor WMC as he is the Treasurer.

54. **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 and seconded by Councillor Tranter and following a unanimous show of hands it was

RESOLVED That the Minutes of the Community and Partnerships Committee held on 29 January 2024 [Minute Nos. 37-51] be approved as a correct record.

55. **INFORMATION FROM THE MINUTES**

There was no information arising from the minutes.

56. **COMMUNITY ENGAGEMENT**

Working alongside Councillor D Ennis and the Town Clerk, the Community Development and Engagement Officer confirmed that the Community Ownership Fund has now been submitted. If successful, the funds applied for will be used to undertake substantial renovation works to the former Methodist Church and also include the costs of a small extension (subject to planning etc).

The Community Development and Engagement Officer confirmed that a working group had met to discuss the applications received for the Commissioning Programme on 08 February 2024, and 3 projects were identified to receive funding.

The Community Development and Engagement Officer confirmed that a 3-year partnership with the Lichfield Garrick Theatre had been launched and a joint press release went out on social media on 28 February 2024. Working with the Garrick's Community Engagement team, the Community Development and Engagement Officer had begun to approach local organisations, groups, and charities to begin the first stage of the project, consultation, and there will also be an online survey launched for residents to share their views on cultural activities and events. There will be a free showing of Farm Boy at the Memorial Hall for community groups to also attend as an additional opportunity to consult with residents.

The Community Development and Engagement Officer confirmed that Dementia Friendly Burntwood had held their second joint meeting with Dementia Friendly Lichfield, providing a useful opportunity to share information across the District about their activities in Burntwood and to hear about the work in Lichfield too. Working with Susan Williams, Chair of Dementia Friendly Burntwood, the Community Development and Engagement Officer would be relaunching a survey for people affected by dementia to find out what they think the group's work should focus on. The outcome of this survey will determine the group's action's for the next 12 months. In preparation for Dementia Action Week (13 – 19 May) the Community Development and Engagement Officer is coordinating a programme of dementia-friendly activities across the town which will be publicised in advance. She has also been supporting Alzheimer's Society to find a venue for a diagnosis event in Burntwood, and it is hoped that this event will go ahead at the end of April.

The Community Development and Engagement Officer confirmed that she had attended a meeting regarding anti-social behaviour at Chasewater with other agencies including Lichfield District Council, Staffordshire County Council, Staffordshire Police, Staffordshire Fire and Rescue and Pier 52. There are ongoing issues usually during the summer months around swimming in Chasewater and BBQ use. Lichfield District Council are looking at running an engagement event to raise awareness of the dangers of swimming and of fire risks. The Community Development and Engagement Officer is exploring how best we can support these efforts.

The Community Development and Engagement Officer confirmed that she has regular meetings with the Events Manager at Lichfield District Council to promote the inclusion of Burntwood Town Council's events in their programme, as well as to explore further events coming to Burntwood.

Burntwood Skatepark Replacement
Councillor D Ennis referred to recent social media posts. He stated that Members will be aware that as part of works undertaken to develop a new health centre, the former youth facilities at Cherry Close and the established skatepark have been demolished. Councillor D Ennis referred to a press release issued on 06 March 2024 stating that Burntwood Town Council together with Lichfield District Council have announced a collaborative project to fund the relocation of the skatepark. Councillor D Ennis confirmed that a report would be going to Full Council on 14 March

2024 where Members will be asked to support the principle of a replacement skatepark and approve the transfer of CIL funds of £20,000 to an earmarked Skatepark Replacement Fund. He confirmed that Lichfield District Council would be contributing £86,000 from Section 106 funds.

Cinema – Burntwood Memorial Hall
Councillor P Taylor confirmed that the latest Burntwood Afternoon Cinema newsletter had been sent out which had details of this month's film showing of One Life on 19th March at 2pm; 2 Showings of War Horse on 12th March at 2pm and 19th March at 7:30pm and the performance of Farm Boy, the sequel to War Horse on 22nd March at 7:30pm.

The Lichfield and Burntwood Independent
Councillor P Taylor confirmed that on Thursday 07 March 2024 Burntwood and Lichfield sees the launch of a new local paper. Members felt that the paper format was a good idea as not all residents were computer literate.

[Minute No. 41 – Proposed New Newspaper – Lichfield and Burntwood Independent – Policy and Resources Committee meeting dated 18 January 2024 – where it was resolved that the Committee were supportive in principle of the newspaper however the cost element of advertising was needed. The cost would be £864 for full page advert for 3 consecutive issues – Cost Centre 108, Nominal Code 4171 Communications].

57. **BETTER BURNTWOOD FUND**

Members were informed that there was currently £6,840.40 left in the Better Burntwood Fund for 2023/24.

57.1 **Burntwood Homing Society**

The Deputy Clerk explained that there was currently 31 members of which 15 were residents of Burntwood. The members range in age from 15 to over 80 years of age. The funding would be used to purchase a replacement master timing system and power pack.

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

RESOLVED That a grant of £305 be awarded to Burntwood Homing Society.

57.2 **Gartmore Riding School**

The Deputy Clerk explained the application's objectives.

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

RESOLVED That a grant be not awarded to Gartmore Riding School. However, the riding school be advised that another option for funding may be Hammerwich Parish Council as the riding school is outside of the Parish of Burntwood. Another option may be a direct approach from the Burntwood-based schools whose children wish to attend the riding school.

58. **BURNTWOOD LIONS WHITE GOODS SCHEME**

The Community Development and Engagement Officer explained that the Town Council began operating a White Goods Scheme which is administered by the Burntwood Lions in 2019. Since then, the Burntwood Lions had received between £3,000 - £4,000 per year. To qualify for the scheme, a referral must be made and a home visit is undertaken by two representatives from the Burntwood Lions. The Community Development and Engagement Officer stated that referrals are made by organisations such as Lichfield District Council, Social Services, CAB and Bromford who have insight into a resident's financial situation.

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

RESOLVED That

a. with regard to the items which should be included within the White Goods Scheme these should include white goods, beds, and carpeting. Other items should be at the discretion of the Town Clerk in consultation with the Chair of this Committee.

b. the agreed amount of £4,000 be paid annually in April. Going forward, the amount payable should increase in line with the Town Council's precept [for example on 15 November 2023 Full Council agreed a 6% increase in Band D Council Tax for 2024/25].

c. a quarterly report be completed by the Burntwood Lions which will provide the Committee with further insight into the support received by residents including anecdotal information.

d. Members delegate authority to the Town Clerk to produce a formal agreement with the Burntwood Lions to be approved by the Chair of this Committee.

Post Note:
On 15 November 2023 Full Council approved the budget and precept for 2024/25. It was agreed that £27,560 would be allocated for the Better Burntwood Expenditure – Cost Centre 302, Nominal Code 4416. The White Goods Scheme would be allocated from this Cost Centre & Nominal Code together with the Better Burntwood Commissioning Programme and up to £500 Better Burntwood Fund applications.

59. **INFORMAL UPDATE ON THE 2024 WAKES**

Councillor P Taylor informed Members that there was currently no indication on sponsorship. The Deputy Clerk confirmed that quotations had been received from funfair ride providers.

RESOLVED That the ferris wheel, two manned childrens rides and the dodgems be booked.

60. **INFORMAL UPDATE ON THE PLAY IN THE PARKS EVENTS FOR 2024**

Councillor P Taylor together with the Deputy Clerk gave a brief update on the current situation.

AGENDA ITEM 19 – ENCLOSURE NO. 16A

61. **CHANGE OF MEETING DATE**

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

RESOLVED That the next Community and Partnerships Committee meeting will take place on Wednesday 08 May instead of Thursday 09 May.

62. **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.

63. **CONFIDENTIAL MINUTES**

See Confidential Minutes.

64. **BETTER BURNTWOOD COMMISSIONING PROGRAMME APPLICATIONS MINUTES**

See Confidential Minutes.

[The Meeting closed at 7.05 pm]

Signed ……………………………………………

Date ………………………………………………..

MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON WEDNESDAY 08 MAY 2024 COMMENCING AT 6.00 PM

PRESENT

Councillor P Taylor [in the Chair]
Councillors Coe MBE, D Ennis, Evans, Gittings, Holdsworth, S Taylor and Wittstock

In attendance

Ms J Minor, Deputy Clerk
Ms K Horner, Community Development and Engagement Officer

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

65. APOLOGIES FOR ABSENCE

Councillor R Ennis [Work Commitments]
Councillor Kirkham [Work Commitments]
Councillor Tranter [Prior Commitments]
Councillor Willis-Croft [Personal Reasons]

The reasons for the apologies were approved.

66. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor P Taylor informed Members that Councillor S Taylor is going to become a Trustee of the Lichfield Garrick Theatre.

67. 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 and seconded by Councillor Evans and following a unanimous show of hands it was

RESOLVED That the Minutes of the Community and Partnerships Committee held on 06 March 2024 [Minute Nos. 52-64] be approved as a correct record.

68. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

69. COMMUNITY ENGAGEMENT

The Community Development and Engagement Officer confirmed that the consultation phase of the Garrick Theatre partnership project is ongoing. The Community Development and Engagement Officer along with the Garrick Theatre's Head of Community Engagement had met with students at Chase Terrace Academy, members of Burntwood Action Group, Primitas Learning Partnership, and held a community showing of Farm Boy at Burntwood Memorial Hall consulting with attendees during the performance. There is also a publicly available survey online which has been promoted jointly by the Town Council and the Lichfield Garrick. The Community Development and Engagement Officer, the Garrick Theatre's Head of Community Engagement and Councillor Evans have also arranged meetings within the next few weeks with primary schools in Burntwood.

The Community Development and Engagement Officer confirmed that two youth theatre groups are launching from the 13 May. Young Garrick Burntwood is available for 11 – 18-year-olds, it is free to attend, and sessions will be held from 4 – 6:30pm on Mondays at Chase Terrace Academy and Tuesdays at Erasmus Darwin Academy.

The Community Development and Engagement Officer confirmed that Dementia Action Week will be going ahead next week from 13 – 19 May. Working in partnership with organisations who are part of Dementia Friendly Burntwood, a programme of activities has been scheduled throughout the week for people living with dementia and their carers.

The Community Development and Engagement Officer confirmed that a dementia diagnosis event was held at the Memorial Hall at the end of April after working with Alzheimer's Society and Burntwood PCN. A text message was sent out to patients over the age of 40 inviting them to attend if they had concerns about theirs or someone else's memory. The event was very well attended, and patients were able to have direct referrals made to the Memory Service avoiding the need for a GP appointment, as well as access to additional information and advice.

The Community Development and Engagement Officer confirmed that Burton and District Mind have begun the process of launching their new Burntwood based adult mental health project after receiving funding from the Town Council and Lichfield District Council. They have recruited a Project Coordinator who will be starting in post shortly, and the Community Development and Engagement Officer was invited to be a part of the interview panel, showing Mind's commitment to delivering this project in partnership with Town Council.

The Community Development and Engagement Officer confirmed that the Sunflower Competition had been relaunched and is running until September. Unlike in previous years, the competition is open to Reception classes at each of the local primary schools rather than for children to enter individually. The class that grows the tallest sunflower will receive a £50 book voucher for their school.

The Community Development and Engagement Officer met with Richard Stevens from Coalfields Regeneration Trust to understand more about their new application process and available funding with the hope to attract more funding for projects in Burntwood.

In respect of the dementia diagnosis event, Councillor Evans said that it was unfortunate that not all of the doctors surgeries in Burntwood had sent out a text message to their patients informing them of the event. She confirmed that she had raised concerns with the relevant public body and it was hoped that another event [no date given as yet] would be held later in the year. However, she raised concerns that the Langton Practice which has surgeries in both Lichfield and Burntwood would be holding the event at the Lichfield Practice and this would not be easily accessible by members of the public living in Burntwood.

Councillor P Taylor informed Members that he was a virtual member of Darwin Medical Practice's Patient Engagement Group and confirmed that he would be submitting a question to the next meeting regarding the dementia diagnosis event as patients who attended the event were able to have direct referrals made to the Memory Service avoiding the need for a GP appointment.

Councillor D Ennis referred to the meeting with Mr Stevens regarding the Coalfields Regeneration Trust funding and felt that this would enable the Town Council to signpost organisations to this fund. Councillor D Ennis informed Members that Housing 21 based at Smalley Court had joined forces with The Trident to raise funds for a defibrillator. As previously discussed, Councillor D Ennis confirmed that it was the intention that once the funds had been raised and the defibrillator installed then it would go onto the Town Council's routine maintenance schedule. Councillor D Ennis referred to a meeting he had had with representatives from Burntwood Swimming Club and he explained that the Club had recently appointed a new Chair who was open to engagement. Councillor P Taylor informed Members that a Better Burntwood Fund application had been received from Burntwood Swimming Club today and would be discussed at the next Committee meeting on 03 July.

70. INFORMAL UPDATE ON THE 2024 WAKES

Councillor P Taylor informed Members that not enough sponsorship funding had been received for the Wakes so far and the event was fast approaching so we needed to move forward with perhaps a smaller event. He confirmed that he was in communication with Lichfield District Council to see if the Town Council could 'borrow' their marquee which is also used for the Lichfield Fuse Festival which could possibly hold a smaller stage and busker type artists – a reply was awaited. The expenditure currently stood at £14,015.50. Members noted that a quotation had been received for a climbing wall/mobile cave. Councillor P Taylor had the support of the Committee.

Councillor Coe MBE asked if we could do a 'Burntwood Got Talent' Competition and Members were informed that this had been undertaken previously and Councillor P Taylor said that this could be something to look at in the future.

The Community Development and Engagement Officer confirmed that the Lichfield Garrick Theatre would also be attending.

71. INFORMAL UPDATE ON THE PLAY IN THE PARKS EVENTS FOR 2024

The Deputy Clerk gave a brief update on the current situation and confirmed that she was awaiting confirmation regarding Burntwood Park [all other venues had been booked].

72. 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.

73. CONFIDENTIAL MINUTES

See Confidential Minutes.

74. FUNDING OFFER TO FUN CLUB HUB

See Confidential Report.

[The Meeting closed at 6.55 pm]

Signed …………………………………………….

Date ………………………………………………..

AGENDA ITEM 19 – ENCLOSURE NO. 16B

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 11 MARCH 2024 COMMENCING AT 6.00 PM

PRESENT

Councillor Woodward [in the Chair]
Councillors Bacon, Banevicius [from 6.04pm], D Ennis, Evans, Flanagan, 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.

46. APOLOGIES FOR ABSENCE

Councillor Hancox [Personal Commitment]

The reason for the apology was approved.

47. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Ho declared a non-pecuniary interest in Agenda Item 4 – Schedule of Payments and in particular the payment made to inLIFE Design Limited as the owner of the company is known to him.

Councillor D Ennis referred to his previous declared interest in items referring to the Grangemoor WMC as he is the Treasurer.

Councillor P Taylor referred to his previous declared interest in items referring to the Burntwood Memorial Community Association as he is the Chair of Trustees of that organisation.

48. 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 and seconded by Councillor Ho and following a unanimous show of hands it was

RESOLVED That the Minutes of the Policy and Resources Committee held on 18 January 2024 (Minute Nos. 36-45) be approved as a correct record.

Post Note
In respect of Minute No. 41 – Proposed New Newspaper – Lichfield and Burntwood Independent the cost of a full-page ad for 3 consecutive issues would be £864.

49. SCHEDULE OF PAYMENTS

Councillor Norman referred to the payments made to Lichfield District Council and in particular the grass cutting and traffic islands maintenance and asked if this was an annual charge. The Town Clerk confirmed the said charges did reflect a years maintenance.

Councillor Flanagan referred to two payments made to Screwfix on 31 January 2024 and queried that both payments referred to new taps for the ladies toilet at the Old Mining College. It was **AGREED** that the Town Clerk would seek clarification.

Councillor Ho referred to the payment made to CPC and asked for an explanation regarding cloakroom items. The Town Clerk explained that cloakroom items referred to, in this instance, jumbo toilet rolls.

Councillor Woodward referred to the payment made to Lichfield District Council regarding traffic islands – weedkilling paviour surrounds and stated how dirty the paviours looked [visual impact – entrance to the Town]. It was **AGREED** that the Town Clerk would contact Staffordshire County Council to ascertain if they could clean the paviours and the Town Clerk confirmed that he would also see what other Councils do.

Councillor Banevicius referred to the monthly payment made to TechCare Limited and queried whether or not this related to the whole of the Old Mining College Centre building. The Town Clerk confirmed that this related to the Town Council offices only. Councillor Woodward confirmed that this Committee would, in the near future, be looking at an IT Strategy which would include going out to tender.

Due to frequent and longstanding problems with the door, Councillor Woodward referred to the payment made to Preece Burford Limited in respect of a new lock to the front door.

Councillor Flanagan raised concerns that Lichfield District Council had taken nearly a year to invoice the Town Council regarding the Elections held in May 2023. Councillor Woodward explained that there is an Earmarked Reserve for Elections and the Town Clerk confirmed that the Earmarked Reserve for Elections was substantial

Post Note
Opening balances as at 01 April 2023 for Elections was £47,706. Invoice of £19,544 received for 2023 parish elections. 2023/2024 budget is £10,000 so £9,544 from this reserve to cover the rest of the invoice.

Councillor Woodward referred to the payment made to Entrust in respect of asbestos re-inspection. The Town Clerk confirmed that this was an annual inspection to check that the asbestos in the boiler room had not been disturbed.

Following a unanimous show of hands it was

RESOLVED That the schedule of payments from 25 January 2024 to 29 February 2024 in the sum of £73,248.62 and the Petty Cash Spend from 03 January 2024 to 22 February 2024 be approved and noted.

50. WORKS PROGRAMME

Councillor Woodward referred to Minute No. 40 – Works Programme and the recommendation and confirmed that the works programme had been edited quite significantly since the last Committee meeting. Members referred to the works programme in depth, page by page.

In respect of Item 1 – Brighter Burntwood, Councillor Norman asked if a residents letter could be sent out explaining what the Town Council is doing in the vicinity. Councillor P Taylor asked if COGS could be considered for the works to be undertaken at Sister Dora Avenue as they have experience of planting wild flowers. The Town Clerk confirmed that the Leadership Team had agreed to undertake the work following receipt of an acceptable quotation from Lichfield District Council. Councillor Ho offered to hand deliver the letters as Ward Member for Highfield.

Post Note
To prepare an area of approximately 120m2 ready for an application of wild flower seed. Supply and apply Wild Flower seed as requested, rake in and consolidate the seed. Total cost £826 + vat x. Daily watering of the wild flower seed (Mon to Fri) during the first six weeks after sowing (not required if sufficiently watered naturally) £29.00 + vat per occasion. The project could be delivered for £1652 for the planting and up to £1218 for the necessary watering depending on the weather totalling £2870 + VAT.

In respect of Item 2, Councillor Woodward explained that the restoration of finger posts was weather dependent however a target date had been given of April 2024.

In respect of Item 3, Councillor Woodward confirmed that this Committee had had several discussions on solar panels and the capital costs involved of installing the solar panels onto a building which is not owned by the Town Council. Councillor P Taylor felt that financial costs should not be the only consideration and referred to the adopted Environment Plan. The Town Clerk confirmed that he was currently reviewing quotations for switching to the Green Octopus fixed tariff. Councillor D Ennis confirmed that the tendering process for the Community Ownership Fund bid included solar panels being installed on the community centre.

Councillor Banevicius queried whether or not Staffordshire County Council, as landlord, have an obligation to look at the installation of solar panels. Councillor P Taylor felt the ownership of the building should not be a major factor when determining whether or not to install solar panels as the panels can be removed.

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

RESOLVED That Members agreed not to proceed at this time with the installation of solar panels at the Old Mining College Centre, due to low return and high cost but agreed to explore the installation of solar panels at the Chase Terrace Community Centre [this is dependent on the outcome of the Community Ownership Fund bid].

Post Note:
*If the Community Ownership Fund bid is unsuccessful, Burntwood Town Council's Financial Regulations state that all items of expenditure over £5,000 must be **determined** by Council.*

In respect of Item 4, Councillor D Ennis confirmed that the second Community Ownership Fund application bid had been submitted and the result should be known shortly if the bid has been successful or not. He explained that the first section of the bid was for the refurbishment of the existing building and the second section was for a single storey extension [store rooms]. Councillor D Ennis confirmed that the building is now clear and some items had been sold by Richard Winterton Auctioneers.

Councillor Woodward explained that Plan B would be to make the building usable and confirmed that officers were currently collating a list of interested people [room hire] and that the Community Development and Engagement Officer was currently looking at additional parking [for example the Scout HQ and Lichfield District Council's car park located next to St John's Community Centre] for when the centre is fully occupied.

Councillor Flanagan queried rising costs and Councillor D Ennis confirmed that, as he is a 'project manager' in his day-to-day job, he would be ensuring a fixed and final contract would be adhered to. Councillor D Ennis confirmed that tenders had already been obtained as this was part of the bid. Councillor Ho asked if priority could be given to local businesses and Councillor D Ennis confirmed that the companies who had tendered were within 3 miles of the community centre.

In respect of Item 5, the Town Clerk confirmed that the inspection of the defibrillators were incorporated into the routine maintenance programme for BuRRT.

Councillor Banevicius referred to a recent news article relating to Staffordshire Moorlands and no access code to one of their defibrillators. Councillor D Ennis confirmed that the BuRRT team could not gain access to check the defibrillator unless there is a code. It was **AGREED** that Item 5 relating to Defibrillators would be removed from the works programme.

In respect of Item 6, Members were informed of an incident which had taken place on 11 March, which had resulted in the newly installed flagpole outside of the Library at Sankey's Corner being demolished. The Town Clerk confirmed that he would be speaking to Zurich [the Town Council's insurers]. Members asked if thanks could be recorded to the BuRRT team for their quick response in clearing up the debris.

Councillor Flanagan asked if the Town Clerk had a timescale for the replacement of the flag pole and reference was made to St George's Day.

Councillor Norman queried whether or not the Town Council had purchased the 'legal' LGBTQ+ flag as one needed planning permission and one is approved by the Home Office. The Town Clerk confirmed that he would obtain prices for both.

With regard to the installation of a flag pole at the Old Mining College Centre, the Town Clerk confirmed that two companies had declined to install a flag pole citing difficulty and safety. He confirmed that planning permission and landlord's consent would also be required.

RESOLVED That the installation of a flag pole at the Old Mining College Centre be not pursued.

In respect of Item 7, Councillor Woodward confirmed that the Strategic Plan was not currently a priority. Councillor P Taylor referred to recent social media comments and felt that there was no current direction on how to answer certain questions from members of the public and Councillor Flanagan felt that it was right to discuss our position on such matters raised. Councillor Norman asked what the initial question was associated with the social media comments. The Clerk noted that the initial comments were concerned with diversity and inclusion. Councillor Woodward felt that the Strategic Plan could be put on hold however a Statement of Values could be established and that the Social Media Policy could be reviewed to protect both officers and Councillors from persistent social media comments.

With regard to Item 8, Members were informed that the CIL Expenditure item would be updated following the decision made at Full Council on 14 March 2024 regarding replacement of the skatepark. With regard to the installation of bike racks, Councillor Tranter asked if a list of where the new bike racks had been installed could be provided and the Town Clerk confirmed that he would provide a list by email.

In respect of Item 9, Councillor Woodward confirmed that the Town Council was waiting for a template from NALC so that the Town Council's Financial Regulations could be reviewed. She confirmed that the policies would be reviewed/readopted at the Annual Meeting on 23 May 2024. Councillor Norman asked if the Scheme of Delegation could also be reviewed at the Annual Meeting in May.

In respect of Item 10 – IT Strategy, Councillor D Ennis confirmed that a policy had been drawn up and quotations would be obtained. Members asked if priority could be given to local businesses.

Post Note:
*In respect of the IT Strategy, Burntwood Town Council's Financial Regulations state that all items of expenditure over £5,000 must be **determined** by Council.*

51. USE OF PETTY CASH OR CARD FOR SMALL SUNDRY PURCHASES

Councillor Woodward referred to Minute No. 39 – Schedule of Payments [18 January 2024] where it was resolved that the Town Clerk investigates the possibility of a 'debit' card and whether this was feasible or not. Councillor Evans referred to paragraph 2 – Current Situation of the report produced by the Finance Officer and asked if precise figures could be provided for 2022/23. Councillor D Ennis stated that his business [after mitigating the risk] does not have petty cash but he would support the recommendation by the Finance Officer in that whilst recognising that the majority of transactions are now carried out electronically, holding the petty cash account on the premises is not thought to be of any particular security or fraud risk and currently offers greater flexibility and convenience for staff than a card. Councillor Banevicius also confirmed that her business does not have petty cash.

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

RESOLVED Members approved the retention of the petty cash account for the time being, at least until a more flexible option is available from the Town Council's bank.

52. INTERIM INTERNAL AUDIT REPORT 2023/24

The Town Clerk explained that this was work in progress and was only one part of the audit process. Councillor P Taylor referred to the Summary of Findings and in particular the REC which stated that there is inconsistency in the application of VAT in the Old Mining College, which may be incorrect.

Members went through the Annual Return – Internal Control Objectives page by page.

RESOLVED That the comments of the Internal Auditor after her interim visit in January 2024 be noted and that a meeting would be arranged to consist of Councillor P Taylor, the Town Clerk, and the Finance Officer to discuss VAT.

53. 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.

54. CONFIDENTIAL MINUTES

See Confidential Minutes.

55. OLD MINING COLLEGE CENTRE (ANNEX) ROOF MAINTENANCE

See Confidential Minutes.

(The Meeting closed at 7:25 pm)

Signed …………………………………………

Dated ………………………………………………

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON TUESDAY 07 MAY 2024 COMMENCING AT 6.00 PM

PRESENT

Councillor Woodward (in the Chair)
Councillors Bacon, Banevicius, D Ennis (from 6.01pm), Flanagan, Hancox (from 6.05pm), Norman, P Taylor, Tranter and Wittstock

In attendance
Ms J Minor, Deputy Clerk

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

56. APOLOGIES FOR ABSENCE

Councillor Evans (Prior Meeting Commitments)

The reason for the apology was approved.

57. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

58. MINUTES

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

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

RESOLVED That the Minutes of the Policy and Resources Committee held on 11 March 2024 (Minute Nos. 46-55) be approved as a correct record.

59. SCHEDULE OF PAYMENTS

Councillor Woodward referred to item no. 13 on the schedule and in particular the digging spade and asked if the BuRRT Team could provide an inventory of equipment. Councillor P Taylor thought that this might be micro managing however Councillor Wittstock felt that this was not necessarily a negative but that the inventory would enable Councillors and the BuRRT Team to ascertain if more equipment would be needed to carry out certain jobs/tasks in the future. Councillor D Ennis felt that the creation of a list of tools would ascertain if future jobs could be carried out cost effectively and referred to the payments made in respect of the greenhouse. He felt that it may have been more cost effective if the Town Council had purchased a new greenhouse, even though we had recycled the shell of an old one this had come at a

AGENDA ITEM 20 – ENCLOSURE NO. 17B

cost. Councillor Norman stated that on this schedule of payments alone item nos. 54, 55, 72, 73, 74 and 75 all related to the greenhouse.

Councillor Flanagan asked if item nos. 54 and 55 were recorded in error as both items related to the purchase of gravel for the base for the greenhouse. The Deputy Clerk confirmed that these items referred to two separate invoices as the BuRRT Team had made two separate journeys to G E Collis and Sons Limited. *Post Note: Invoice No. 191709 dated 08 March 2024 and invoice no. 191719 dated 11 March 2024.*

Councillor Flanagan referred to item no. 57 new flagpole and it was **agreed** that the Town Clerk would provide an update on the insurance claim.

Post Note:
The Town Clerk has been following up the insurance claim that was registered with Zurich. Staffordshire Police have been unable to supply some relevant information (i.e. – details of officers in attendance at the incident, and the third-party driver).

Members referred back to the cost of the greenhouse and Councillor Woodward explained that with best intentions it does not always mean the cheapest. Councillor D Ennis stated that a conversation should have been had and a plan should have been thought through as a new greenhouse would have come with a warranty. As there appeared to be no original idea or suggestion regarding the greenhouse, Councillor Woodward stated that options needed to be considered in the future.

Following a unanimous show of hands it was

RESOLVED That the schedule of payments from 01 March 2024 to 30 April 2024 in the sum of £95,786.22 and the Petty Cash Spend from 15 March 2024 to 12 April 2024 be approved and noted and that concerns and queries raised would be followed up.

60. WORKS PROGRAMME

Councillor Woodward explained that the works programme had been condensed down. Members referred to the works programme in depth, page by page.

Brighter Burntwood
Councillor Woodward referred to the proposed wildflowers planting at Sister Dora Avenue and confirmed that the work had commenced. Councillor Norman said that he would like to see a progress report on the planters. Councillor D Ennis referred to the SCAMP monument at Sankey's Corner. He said that maintenance was needed to the monument i.e. moss, weeds and mortar and confirmed that he had raised the matter with the BuRRT Team. He confirmed that there was a budget for maintenance. *Post Note: cost centre 215; nominal code 4550 - £250 2024-25 budget.*

Restoration of Finger Posts
The Deputy Clerk confirmed that the restoration of all of the finger posts identified had not been completed. Councillor D Ennis explained that the target date of April 2024 was aspirational and that the weather had been against us. The target date was reassessed and it was **agreed** that the new target date would be June 2024.

Cycle Racks
Councillor D Ennis gave a brief update on the current situation regarding the installation of the cycle rack at Sankey's Corner.

Policy Updates
Councillor Woodward confirmed that policy documents would be reviewed by Full Council on 23 May 2024.

IT Strategy
Councillor D Ennis confirmed that the IT Strategy had been passed back to the Town Clerk some six weeks ago following his input. He confirmed that three companies had been identified to go out to tender. A progress report was needed.

Councillor Banevicius asked if a footnote could be included on the works programme so that members of the public could be made aware of the works already completed. Councillor P Taylor pointed out that the works programme did not include the work carried out on a daily basis. Councillor D Ennis queried how long should the work completed be kept on the works programme and Councillor Banevicius said that this could be an audit trail. Councillor Norman suggested a separate list could be placed on the website. Councillor Tranter suggested perhaps an annual update. It was **agreed** that a footnote would be added to the works programme.

Further Updates

Chase Terrace Community Centre

Councillor D Ennis confirmed that the Town Council had received confirmation in March from the Department of Levelling Up, Housing and Communities that the bid of £180,131 was successful. The Town Council have been assigned a Grants Officer who has made initial contact to introduce themselves and requested the completion of two forms to summarise details of the project and to share our bank details for future payments, both of which have been completed and returned. The Town Clerk, Leader of the Council and Community Development and Engagement Officer held an initial meeting with the Grants Officer via Teams on 29 April 2024. This provided the opportunity for both sides to discuss the project in more detail, ask any questions, and for the Grants Officer to explain reporting requirements and payment schedules. The Town Council have begun the tendering process to select a contractor and have advertised the project on our website and the Government's contracts finder online portal, which closes on 14 April 2024. As of 07 May 2024, three bids have been received and the Leader and Community Development and Engagement Officer have another five contractors who have expressed an interest, three of which have arranged site visit this week.

Councillor Woodward referred to previous discussions regarding potential parking of vehicles at the Scout HQ and St John's Community Church and asked if the Town Clerk could be asked to provide an update on this and the proposed arrangements for bookings etc once the Centre is open.

Larks Rise Community Woodland

By way of background information Councillor Woodward informed Members that a report had been submitted to Full Council on 11 November 2021. The purpose of the report was to seek the Town Council's acceptance of an offer of sponsorship from Mercian Labels to create a community woodland on the Stables Way Public Open Space.

Following discussions with Lichfield District Council (LDC) facilitated by the Town Council the Stables Way Public Open Space was identified as a suitable site for the project. The agreement stated that the Town Council would be obliged to undertake the planting scheme, prepared by Mercian Labels. The sponsorship offer covered the maintenance of the woodland planting over the five-year establishment period. During this period, the trees would be weeded and watered, and any loses replaced. An annual inspection would be undertaken by LDC's Operational Services Department to ensure compliance. After 5 years the maintenance responsibility would transfer over to LDC. Upon a recent inspection by LDC's Operational Services Department it was found that some of the saplings had died.

The Town Clerk visited the site a couple of weeks ago with Carl from COGS to get a view on cost of clearing the area to get it ready for replanting. Carl suggested that the BuRRT Team needed to remove all the stakes and support tubes and leave it a couple of weeks to establish exactly what is in place.

The BuRRT Team have carried out the work and reported that actually, around half of the saplings have survived. They also planted some spare Oak trees the Town Council had purchased for the Coronation project. These are slightly more mature and in good condition.

A detailed report is awaited from COGS about next steps e.g. clearing the dead saplings and some sort of scheme to replace and renew. Councillor Norman has also asked LDC to repair their sign which looks quite rotten. The Town Clerk will also be engaging with Mercian Labels to cover some the costs as per the initial agreement with them.

The Town Clerk is suggesting that the Town Council fund the removal of the dead saplings (COGS to provide quotation – this work could either be carried out by COGS or BuRRT depending on what is needed), Mercian Labels pays for new saplings as per the initial agreement with them (quotation yet to be obtained) and Town Council obtain quotation for maintenance i.e. watering (quotations yet to be obtained).

Traffic Islands – Chevrons
Following the Policy and Resources Committee held on 11 March 2024 the Town Clerk had requested that the County Officers look at the matter as it was felt that the chevrons were looking unkept and were in need of a "clean". They had replied that it was a low priority and because of a limited funding pot it was unlikely any work would be done. He had also reported it to Staffordshire County Council via the reporting tool. He had also advised the County Councillors about the issue and asked if anything could be done. The Town Clerk had spoken to the BuRRT Team to ascertain if the work could be safely undertaken. The BuRRT Team confirmed that they would need help from Lichfield District Council regarding traffic management scheme and that the cost would be around £150 for paint. They would pressure wash them first. The BuRRT Team are currently completing a full risk assessment.

Councillor Norman stated that he could not remember having a discussion or making a decision on painting of the chevrons he thought that it was just to clean them with a pressure wash or similar.

Councillor Norman asked if the Town Clerk could ask the following question:
Were the chevrons there for road safety issues.

RESOLVED That comments on the Work Programme would be followed up and reported back to the Committee.

61. SAFEGUARDING CHILDREN AND ADULTS AT RISK OF ABUSE AND NEGLECT POLICY AND PROCEDURE

Councillor Woodward referred to pages 8 and 9 of the Policy and in particular Roles and Responsibilities for Elected Members and Staff (particularly the Town Clerk) and having appropriate training to assist them.

Councillor Norman raised the importance of awareness and confirmed that he was the safeguarding governor at Chasetown Community School. He confirmed that Stafford Borough Council had a similar policy.

Councillor Flanagan referred to page 8 and in particular the Key Contact Information was out of date and included the previous Town Clerk's details. He stated that 01543 677166 number was within office hours and there was no out of hours numbers. Councillor Norman felt that the number 999 immediate danger should be included on the Key Contact Information.

Councillor D Ennis queried who was the safeguarding lead as it states in some parts of the Policy that it is the Chair and in other parts of the Policy is states the Leader.

Councillor Banevicius suggested that a flow chart could be included in the Key Contact Information.

Councillor Banevicius asked what is the Town Council's policy on DBS (Disclosure and Barring Service). She asked what checks are carried out on staff particularly those carrying out work in the community (in particular the BuRRT Team and the Community Development and Engagement Officer) and attending the Town Council's events i.e. Play in the Parks and Festival Wakes as she felt that it was essential that staff were DBS checked. She also made reference to groups who attended MHA Communities based at the Old Mining College Centre. Councillor Banevicius confirmed that companies cannot keep copies of the DBS Certificates only the numbers and "anything to disclose" could be discussed at annual appraisals as any information included on a DBS will only be accurate at the time the check is carried out unless the applicant has signed up for the DBS update service.

Councillor Banevicius felt that people employed by the Town Council or even volunteering on behalf of the Town Council should be DBS checked.

Councillor D Ennis confirmed that his company DBS members of staff who are going into peoples homes and it is up to a member of staff to disclose any appropriate activity in between for example appraisals.

The Deputy Clerk reported that she together with the Response and Repair Principal Team Member were the only members of staff with DBS clearance and the Committee Members **agreed** that this should be followed up as a matter of urgency.

Summarising, Councillor Woodward felt that raising awareness was key together with the appropriate training and development framework (Page 46) and asked, once the Policy had been updated, this could be sent to all Members including a read receipt. The Policy needed to include a flow chart and Town Council staff needed to be DBS checked and appropriate training for staff and Members needed to be arranged.

Councillor D Ennis asked if the amended Policy could be reviewed by staff and staff feedback could be given.

It was agreed to defer a 5-person panel at this stage.

Councillor Banevicius suggested contacting Keelys as the Town Council should have access to a suite of documents.

Councillor P Taylor referred to Page 14 and in particular Cyber Bullying and felt that the information was out of date.

RESOLVED That the policy document be updated in line with the comments made by Members and circulated to all Members and staff.

62. DEMENTIA AWARENESS ACTION PLAN FOR BURNTWOOD

Councillor D Ennis said that he was unsure why we were reviewing this as we now had an independent DFC working group set up – are they doing it or is the Town Council doing it. Councillor Woodward, in response echoed his concerns.

Councillor Woodward referred to Action Point 2 of the Action Plan and asked what does Members dementia champions to be appointed entail. She also felt that Action Point 3 – Town Councillors to map dementia provision in their respective wards should be carried out by Dementia Working Group which was chaired by Mrs Williams.

Councillor Norman referred to Action Point 5 and felt that you cannot force businesses to be more dementia friendly but can make them awareness of the benefits. Councillor Banevicius asked if Café Fika located on Chasetown High Street could be asked if they would hold dementia friendly cups etc. She also felt that more sitting provision was needed around the town and greater knowledge of signposting.

Councillor Woodward stated is it the Town Council's ongoing responsibility or is it the independent group's responsibility. Where does the Town Council's responsibility end as we are only a Parish Council and she referred to Staffordshire County Council, County Councillors and Primary Care Networks responsibilities.

Councillor Norman felt that it was our role to raise awareness as we are closest to the people [grassroots].

Councillor Tranter felt that a page on our website signposting people would be beneficial.

Councillor Woodward referred to a dementia diagnosis event that took place at the Memorial Institute on 24 April. Councillor P Taylor said that it was well attended however only one GP surgery out of three had sent a text message to their eligible patients ahead of the event. It was hoped that another diagnosis event would take place later in the year.

Summarising Councillor Woodward asked for clarification on the different roles of the Town Council and the Working Group and thanked the Community Development and Engagement Officer for helping to organise the dementia diagnosis event on 24 April.

RESOLVED [i] That the differing roles of the Town Council and the Dementia Friendly Community Working Group be clarified and [ii] that the Town Council continues to raise awareness of those living with dementia and offer support to the Working Group where appropriate.

63. ANTI-FRAUD AND CORRUPTION POLICY

Councillor Woodward referred to Page 4 and Page 5 of the Policy and in particular the Members' Role and Responsibilities, Employees' Role and Responsibilities and Town Clerk and Finance Officer's Role and Responsibilities. Even though the Town Council have very robust policies, she highlighted the need for "proportionality" (paragraph 3.3.2) and the expectation (paragraph 3.2) "that current best practice will always be followed".

Councillor Flanagan asked if the numbering in the Policy could be amended.

Following a unanimous show of hands it was

RESOLVED That the Anti-Fraud and Corruption Policy be adopted.

64. VALUES STATEMENT

Councillor Woodward referred to the Full Council meeting held on 14 March 2024 and in particular the question she had submitted and she confirmed that this is just for formalising.

Councillor D Ennis pointed out that other Council's Values "Package" has three or four headings and suggested that the Town Council's Values Statement could be built on in the future.

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

RESOLVED That the Values Statement be adopted.

65. PURCHASE OF DEFIBRILLATOR BATTERIES AND PADS

Members were advised that since the last Committee meeting held on 11 March 2024 defibrillator batteries and pads had been purchased in the sum of £2,469.50 plus VAT (Cost Centre 214; Nominal Code 4764). The budget agreed by Full Council on 15 November 2023 for Other Community Projects (including defibrillators) was £10,000. Batteries have a life cycle of maximum 8 years and pads are routine maintenance.

The Committee noted the information provided.

66. 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.

67. CONFIDENTIAL MINUTES

See Confidential Minutes.

68. TO CONSIDER CONTRACTORS FOR TREE MAINTENANCE AT ST MATTHEWS CEMETERY

See Confidential Minutes.

(The Meeting closed at 7.40 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 18 MARCH 2024 COMMENCING AT 6.00 PM

PRESENT

Councillor Flanagan [in the Chair]
Councillors Bullock, D Ennis, L Ennis, Galvin, Holdsworth and S Taylor

In attendance

Ms Minor, Deputy Clerk
Councillor P Taylor

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

60. APOLOGIES FOR ABSENCE

Councillor Bacon [Prior Commitments]
Councillor Gittings [Personal Reasons]
Councillor Hancox [Personal Reasons]
Councillor Willis-Croft [Prior Commitments]

The reasons for the apologies were approved.

61. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

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.

62. 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 14 March 2024.

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 26 February 2024 [Minute Nos. 53-59] be approved as a correct record.

63. INFORMATION FROM THE MINUTES

Councillor D Ennis referred to Minute No. 17 [07 August 2023 Planning and Development Committee Meeting] and Minute No. 56 [26 February 2024 Planning

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and Development Committee meeting] and in particular planning application 23/00592/FUL – Strawberry Field Farm and Coffee Shop, Coulter Lane Farm, Coulter Lane, Burntwood. He pointed out the social media posts posted by Strawberry Fields Farm and Coffee Shop following the refusal by Lichfield District Council on 03 November 2023 for the retention of outdoor dining use and associated bell tents and kitchen [temporary consent]. The posts referred to the fact that they had been trading for almost 4 years and that they had lodged an appeal. They were asking for 'followers' to help them stay open and keep providing their community hub, help them save jobs, to maintain local supplier orders and to continue to bring business into Burntwood. As they had 'tagged' in Burntwood Town Council, Councillor D Ennis confirmed that he had responded by adding 'One things for certain Burntwood Town Council Councillors didn't object to this in fact we supported it and I 100% support what Kerry, Gary and their team do there'. Members were informed that a petition had been set up and members of the public were encouraged to write to the Planning Inspectorate in support, which would form part of their defence.

Councillor Holdsworth asked why are the Local Planning Authority back tracking now and Councillor Galvin had concerns regarding inconsistencies in planning decisions. Councillor D Ennis pointed out that the hospitality sector had to adapt in light of the COVID-19 pandemic and were supported and helped to put in place measures relating to safe socialising, compliance with government guidelines and regulations however the legislation had now changed. He believed that this business was an asset to our Town and we should be supportive of local businesses. Councillor D Ennis felt that supporting new and existing businesses should be written into the Lichfield Local Plan. It was **AGREED** that Councillor Flanagan would contact the Town Clerk to understand if there are any options to assist the local business with their campaign.

Councillor Flanagan informed Members that a screening opinion request has been submitted to Lichfield District Council for a proposed Lidl store on land to the rear of the former Bridge Cross Garage on Cannock Road. A planning application is due to come forward shortly. The current request is to determine whether the proposed development should be subject to an Environmental Impact Assessment. The proposed development comprises a discount food store and will incorporate 128 car parking spaces, including seven disabled, nine parent and child and two electric vehicle spaces. The food store will be sited to the south of the site, with a trolley bay to the north of the store and parking in the northern and eastern areas of the site. It is currently a vacant field with no direct access; however, access is proposed from an existing roundabout off the A5190. The plans would see the store open from 8am to 10pm Monday to Saturday and from 10am to 4pm on Sundays.

64. PLANNING APPLICATIONS

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

(a)	24/00172/DEM	Boney Hay and Central	Bromford Garage Court Ogley Hay Road Burntwood	Prior Notification: Demolition of 5 no. brick-built garages with flat roofs

No objection.

(b)	24/00019/FUH	Chasetown	Mr Read 209 High Street Chasetown	Erection of two storey front and rear extensions

No objection.

(c)	24/00234/FUH	Highfield	Mr Gumbley 238 Chorley Road Burntwood	Erection of two storey side extension

Comment: As the property lies within the Green Belt, Members raised concerns relating to the size of the proposed two-storey side extension and asks that the Local Planning Authority ensures that this is appropriate development within the Green Belt and that the proposal is not disproportionate and harmful to the openness of the Green Belt.

(d)	24/00147/FUL	Highfield	Ms Greatrix 16 St Matthews Road Burntwood	Dropped new vehicular crossing and parking bay

No objection in principle subject to the comments made by Staffordshire County Council, as Highway Authority, being secured via conditions.

(e)	24/00217/FUH	Chase Terrace	Mr Humphreys 55 Water Street Burntwood	Erection of two storey front extension

No objection in principle however the Local Planning Authority should be mindful that the proposed two storey front extension does not change the aspect or have a detrimental impact on the area/streetscene.

(f)	24/00235/FUH	Gorstey Ley	Mr Miles 89 Lichfield Road Burntwood	Two storey side extension and single storey rear and front extensions

No objection.

(g)	24/00251/FUH	Chasetown	Ms Lingwood 2 Glover Close Burntwood	Two storey rear extension and garage conversion to playroom

No objection however the Local Planning Authority should be mindful that the two-storey rear extension does not impact on the amenity of the neighbours by way of overlooking and loss of privacy.

(h)	24/00204/FUL	Chasetown	Staknstore Land adjacent Unit 14 Zone 1 Burntwood Business Park Attwood Road Burntwood	Retrospective application for site arrangement works consisting of landscaping and car parking to support existing B8 use

No objection.

(i)	24/00262/FUH	Boney Hay and Central	Mr and Mrs Timmins 21A Californian Grove Burntwood	Erection of rear dormer roof extension, installation of dormer windows to rear, windows to side elevations and rooflights to front roof

slope

No objection however the Local Planning Authority should be mindful that the proposal does not impact on the amenity of the neighbours by way of overlooking and loss of privacy.

65. ROAD NAMING – LAND NORTH OF SYCAMORE ROAD

Councillor Flanagan informed Members that a resident had suggested the name 'Bucknell'. Mr Bucknell had been the Headteacher of the former Oakdene Primary School in the 70s/80s.

Councillor D Ennis pointed out that the Oakdene estate roads were named after trees and to keep to continuality, he suggested the name Hazel Grove.

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

RESOLVED That the road name 'Hazel Grove' be passed to Lichfield District Council as the suggested name for the development on land north of Sycamore Road.

66. BuRRT UPDATE

Councillor D Ennis referred to a car accident which had taken place on 11 March, which had resulted in the newly installed flagpole outside of the Library at Sankey's Corner being demolished. Councillor D Ennis asked if thanks could be recorded to the BuRRT team for their quick response in clearing up the debris and Crown Highways who provided a man hole cover. He felt that the scheme does work when it is used right.

RESOLVED That the report of activities be noted.

[The Meeting closed at 6.31 pm]

Signed ……………………………………….

Date ………………………………………….

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 22 APRIL 2024 COMMENCING AT 6.00 PM

PRESENT

Councillor Flanagan [in the Chair]
Councillors Bullock, D Ennis, L Ennis, Galvin, Gittings, 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.

67. APOLOGIES FOR ABSENCE

Councillor Bacon [Personal Reasons]
Councillor Hancox [Personal Reasons]

The reasons for the apologies were approved.

68. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

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.

69. 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 and seconded by Councillor L Ennis and following a unanimous show of hands it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 18 March 2024 [Minute Nos. 60-66] be approved as a correct record.

70. INFORMATION FROM THE MINUTES

20 Birch Terrace

Councillor Flanagan referred to planning application 23/01386/COU – Front, side and rear extensions and change of use from Class 3 to class C2 [Care Home] including link building to no. 22 Birch Terrace – 20 Birch Terrace and following this Committee's comments "Members felt that further information was required taking into account

AGENDA ITEM 21 – ENCLOSURE NO. 18B

comments made by the Environmental Health Officer before formally commenting on the application" Members were informed that Lichfield District Council had approved the planning application on 22 March 2024 with the following conditions:

1. The development hereby approved shall be begun before the expiration of three years from the date of this permission.

2. The development authorised by this permission shall be carried out in complete accordance with the approved plans and specification, as listed on this decision notice, except insofar as may be otherwise required by other conditions to which this permission is subject.

CONDITIONS to be complied with PRIOR to the first occupation of the development hereby approved:

3. Before the first occupation of the development hereby approved, the secure and weatherproof cycle parking facilities (for a minimum of 2 bicycles) shall be provided within the site as shown on drawing no.23- 4465/02a. The approved facilities shall be retained as such.

4. Before the first occupation of the development hereby approved, 2 no. Bird Boxes shall be installed within the application site and shall thereafter be retained as such.

All other CONDITIONS to be complied with:

5. The premises shall be used for a residential care home and for no other purpose in Class C2 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended) (or any provision equivalent to that class in any statutory instrument revoking and re-enacting that order without modification).

6. The number of persons cared for and resident on the premises (across both No.20 & 22 Birch Terrace, WS7 2HH) shall not exceed 13 at any one time.

The Grange, 21 Church Street, Chasetown

Councillor Flanagan referred to planning application 23/01343/S73 - variation to consist of relocation of dwelling at The Grange 21 Church Street Chasetown and following this Committee's comments "OBJECTION as the Section 73 application proposes a slight repositioning, the development will still have a detrimental impact on the street scene with loss of open space and amenity in the area. By slightly repositioning the development it does not mitigate the negative impact previously raised as a concern by Burntwood Town Council. The development itself and placing of another dwelling on the site increases the density of the residential buildings and increases the associated vehicle use at the location. This impacts negatively on the openness of the street scene and the enjoyment of local residents" Members were informed that Lichfield District Council had approved the planning application on 22 March 2024 with the following conditions:

1. The development hereby permitted shall begin no later than 3 years from the date of the appeal decision (ref. APP/K3415/W/21/3284909) dated 20th May 2022.

2. The development authorised by this permission shall be carried out in complete accordance with the
approved plans and specification, as listed on this decision notice, except insofar as may be otherwise required by other conditions to which this permission is subject.

CONDITIONS to be complied with BEFORE the commencement of development hereby approved:

3. Before the development hereby approved is commenced, a Construction Management Plan shall be submitted to and approved in writing by the local planning authority. The development shall thereafter be undertaken in accordance with the approved Construction Management Plan.

CONDITIONS to be complied with BEFORE the commencement of development hereby approved above slab level:

4. No development above slab level shall begin until a landscaping scheme has been submitted to and approved in writing by the local planning authority. The approved landscaping scheme shall be fully completed in the first planting and seeding season following the first occupation of the dwelling hereby approved. Any tree or plant (including any replacement) which, within a period of five years from the implementation of the scheme, dies, is removed or becomes seriously damaged or diseased, shall be replaced in the next planting season with another of a similar size and species.

5. No development above slab level shall begin until full details of the boundary treatments to the site, including any new walls and fences, have been submitted to and approved in writing by the local planning authority. The dwelling hereby approved shall not be occupied until all boundary treatments have been erected in accordance with the approved details.

6. No development above slab level shall commence until details and samples of materials proposed to be used in the external parts of the dwelling hereby approved have been submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved details.

CONDITIONS to be complied with BEFORE the commencement of development hereby approved above ground level:

7. No development above ground shall take place until full details of the finished floor level, above ordnance datum, of the dwelling hereby approved have been submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved details.

CONDITIONS to be complied with PRIOR to the OCCUPATION of the development hereby approved:

8. The dwelling hereby permitted shall not be occupied until surface water drainage works shall have been implemented in accordance with details that shall first have been submitted to and approved in writing by the local planning authority. The approved drainage works shall be retained for the lifetime of the development.

9. The car parking and driveway arrangements shown on the approved plans shall be surfaced in a porous bound material and shall be made fully available for use prior to the dwelling hereby approved first being occupied. The approved car parking and driveway arrangements shall be retained thereafter.

All other CONDITIONS to be complied with:

10. The proposed development shall be undertaken in adherence to all recommendations and methods of working detailed within the Braemar Arboriculture Limited Tree Report (Ref: BALDS017-20) and the associated Tree Protection Plan (Ref: BALDS017-20 TPP).

11. The proposed development shall be undertaken in adherence to all recommendations and methods of working detailed within the Preliminary Bat Roost Assessment & Bird Survey (Ref: SK 0432 0797), including removal of vegetation outside of the bird nesting season, installation of a brick built bat box at the gable apex of the north west elevation of the dwelling hereby approved, installation of two Sparrow terraces on the north west and south east gable elevations of the dwelling hereby approved, and strict adherence to the provided method of working. The bat box and sparrow terraces shall be installed prior to the first occupation of the dwelling hereby approved and shall be retained for the lifetime of the development.

12. Notwithstanding the provisions of the Town and Country Planning General Permitted Development Order 2015 (as amended) (or any order revoking and re-enacting that order with or without modification), no extension or enlargement (including roof additions) shall be made to the dwellinghouse hereby permitted without the express permission in writing of the local planning authority.

Land at Rugeley Road, Burntwood

Councillor Flanagan referred to planning application 24/00118/COUM - Erection of stables and change of use of land to equestrian [re-submission of application 23/00481/COU] and informed Members that an amendment had been received. The only difference is that the application is now recorded as a Major development. It should have been recorded as a Major development from the start because the development involves the change of use of over 1ha of land, in addition to the construction of stables. However, this was missed, and the application was recorded as Minor development. At this moment in time there are absolutely no changes at all to what is being proposed. No amended plans have been received, and the description remains exactly as it was before. Now that the application is recorded as Major development, the Local Planning Authority is <u>obliged</u> to republicize it accordingly. If the Local Planning Authority proceeded to make a decision without publicising it correctly, it would be maladministration and any decision made would be vulnerable to successful legal challenge.

1 Alden Hurst

Councillor Flanagan referred to planning application 24/00073/FUH – Erection of single storey front and side extensions, extension to form double garage and erection of boundary wall and fence with gates and informed Members that even though the Committee had No objection in principle however, the detached garage in future should not be used, sold, or let as a separate dwelling and the Local Planning Authority be asked to satisfy itself that the positioning of the boundary wall and fence with gates does not change the aspect of the area/streetscene and does not detract from the open aspect of the area, the Local Planning Authority had refused the application on 09 April 2024 for the following reasons:

1. There is inadequate detail within the application to demonstrate that the new boundary, access and gates/parking would ensure pedestrian and highway safety in this location. The proposal fails to demonstrate how satisfactory visibility splays, appropriate pedestrian visibility splays, forward visibility and adequate access width can be achieved. The plans do not demonstrate how car parking spaces will be retained. The proposal is therefore contrary to policy ST2 of the Lichfield District Local Plan Strategy and the guidance in the NPPF.

2. The installation of a 1.8m high fence by virtue of its design, size and scale, would be visually discordant and is not in keeping with either plot or the open character of the corner setting and surrounding street scene. The proposal would be considered contrary to Policy BE1 of the Lichfield District Local Plan Strategy and the Sustainable Development SPD and the guidance in the NPPF.

71. PLANNING APPLICATIONS

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

(a)	24/00161/FUL	Boney Hay and Central	Mrs Darnley 6 Birch Terrace Burntwood	Retrospective Section 73 application to vary condition 3 of permission 22/00836/FUL relating to materials

No objection.

(b)	24/00318/ADV	Chase Terrace	Mr Cawthorn Papa Johns Unit 23 Burntwood Town Shopping Centre	Retention of part illuminated fascia sign and internally illuminated logo and double-sided hanging sign

No objection.

(c)	24/00271/FUH	Chasetown	Mr Holland 137 Queen Street Burntwood	Single and first floor rear extension to form bedroom and lounge

No objection

(d)	24/00156/FUH Amendment	Boney Hay and Central	Mr Horton 3 Chaucer Drive Burntwood	Erection of single storey front and side extensions, dormer roof side extensions, single storey rear extension and 1.8m perimeter fence and gate to side and front aspects – **the dormer roof side extension has been reduced in size**

No objection however the Local Planning Authority should be mindful that the proposed dormer roof side extensions do not impact on the amenity of the neighbours by way of overlooking and loss of privacy.

(e)	24/00267/FUL	Boney Hay and Central	Mr Harrigan Land rear of 109 and 111 Rugeley Road	Erection of a 3-bedroom detached

			Chase Terrace	bungalow and associated works

No objection in principle however, Burntwood Town Council asks that the Local Planning Authority considers adopting a "Green Policy" for any new builds. This could include such things as electric charging points, solar panels on the roof with lithium battery storage, porous driveway and parking areas, LED lighting, recycling rainwater systems, air source heating systems etc.

(f)	24/00351/FUH	Chasetown	Mr Dodd 1 Brawn Croft Burntwood	Single storey rear extension with part garage conversion

No objection.

(g)	24/00300/FUH	Chasetown	Mr Mason 217 Brownhills Road Norton Canes	Two storey front extension and creation of first floor to form entrance hall and three bedrooms with en-suite

OBJECTION based on this being overdevelopment in the Green Belt. The proposal significantly increases the size of the dwelling and it is detrimental to the openness of the site.

(h)	24/00303/FUH	Summerfield and All Saints	Mr Hines 2 Boney Hay Road Burntwood	Retention of car port for caravan storage

OBJECTION on the basis that the 2.7m car port changes the aspect of the streetscene.

(i)	24/00406/FUH	Summerfield and All Saints	Mr Memoli 5 Boney Hay Road Burntwood	Erection of front single storey bay window with canopy over

No objection.

(j)	24/00417/FUH	Gorstey Ley	Mr Sutton 39 Mease Avenue Burntwood	Erection of two storey rear extension and part garage conversion into habitable space with changes to fenestration

No objection however the Local Planning Authority should be mindful that the proposed dormer roof side extensions do not impact on the amenity of the neighbours by way of overlooking and loss of privacy.

72. BuRRT UPDATE

RESOLVED That the report of activities be noted.

[The Meeting closed at 6.24 pm]

Signed ……………………………………….

Date ………………………………………….