



The Old Mining College
Queen Street
BURNTWOOD
WS7 4QH

Tel: 01543 677166
Email: steve.lightfoot@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: SL/JM

04 September 2024

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

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet on **Wednesday 11 September 2024 at 6:00 pm** in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely

Steve Lightfoot
Town Clerk

PUBLIC FORUM

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a meeting of the Policy and Resources Committee held on 17 July 2024 [Minute Nos. 1-11] **[ENCLOSURE NO. 1]**.

4. FURTHER REVIEW OF EARMARKED RESERVES

To agree a revised set of recommendations to Council for the level of each Earmarked Reserve and the release to General Reserves **[ENCLOSURE NO. 2 AND APPENDIX A]**

5. SCHEDULE OF PAYMENTS

To approve the Schedule of Payments **[ENCLOSURE NO. 3A AND 3B]**.

6. BRIGHTER BURNTWOOD – PLANTING SCHEMES

Members are asked to consider the Recommendations contained within the report **[ENCLOSURE NO. 4]**

7. WORKS PROGRAMME

Councillors are asked to review the works programme **[ENCLOSURE NO. 5]**.

8. MANAGEMENT AND DEVELOPMENT OF CHASE TERRACE COMMUNITY CENTRE

This is for information purposes only and no decision is required by the Committee **[ENCLOSURE NO. 6, APPENDIX A AND APPENDIX B]**.

9. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies [Admissions of Meeting] Act 1960 [Section 2] [and as expended by Section 100 of the Local Government Act 1972], the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

10. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of a meeting of the Policy and Resources Committee held on 17 July 2024 [Minute Nos. 9-11] **[ENCLOSURE NO. 7 - PINK]**.

11. BURNTWOOD CEMETERY – MEMORIAL PLAQUES

See Confidential Report **[ENCLOSURE NO. 8 AND APPENDIX A - PINK]**.

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting but are not already on the agenda. So that the Members of the meeting can be properly briefed in order to enable them to provide considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chair of the meeting has the right to reject any representations that he/she considers not to be appropriate for the particular meeting.

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

Generally, in respect of both speaking in the public forum and to specific agenda items you will have up to 3 minutes and can raise more than one issue. However, the Chair has the option to extend the time allowed to you if they think it is appropriate.

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 THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 17 JULY 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward (in the Chair)

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

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

ANNOUNCEMENT FROM THE COUNCIL LEADER

Councillor D Ennis explained that today we had heard from the government grant officer who confirmed that she had received written approval from Ministers that Grant Fund Agreements [GFAs] for COF 3.3 can progress as normal. He confirmed that an email had been sent to Bridge Interiors [who was the approved contractor].

PUBLIC FORUM

No questions were raised by members of the public.

1. APOLOGIES FOR ABSENCE

Councillor Flanagan [Work Commitments]

Councillor P Taylor [Family Commitments]

The reasons for the apologies were approved.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in Confidential Agenda Item No. 11 – Replacement of Supplier – IT Provision and took no part in the debate thereon. She vacated the chair during the discussion and left the room at 8.00pm.

3. 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 by Full Council on 23 May 2024.

As a point of accuracy, Councillor Woodward referred to Minute No. 61 – Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and Procedure [Page 36] and explained that at the meeting the Deputy Clerk had confirmed that she was the only member of staff who had a DBS however the minute states that the Response and Repair Principal Team Member also had a DBS. With regards to the same paragraph, Councillor Banevicius asked if the word “clearance” could be removed and just leave the word DBS.

Councillor Woodward referred to Minute No. 62 – Dementia Awareness Action Plan for Burntwood and confirmed that following the meeting the correct report had been circulated via the email to all Members for information.

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

RESOLVED That the Minutes of the Policy and Resources Committee held on 07 May 2024 (Minute Nos. 56-68) be approved as a correct record.

4. SCHEDULE OF PAYMENTS

Councillor Woodward referred to a payment made to Screwfix for a 2-section ladder and referred to Minute No. 59 – Schedule of Payments [07 May 2024 refers] where Councillors had asked if an inventory of equipment could be provided. To date, this had not been provided. The Town Clerk confirmed that the Burntwood Response and Repair Team were working on the inventory. It was **agreed** that an inventory of equipment would be provided for the next meeting scheduled for 11 September 2024.

Councillor Woodward referred to two payments made to Staffordshire Signs and Graphics regarding Boots Island Signage. It was confirmed that this related to sponsorship of the traffic islands.

Councillor D Ennis referred to the payments made with regard to the Basic DBS Checks and it was confirmed that as of today's date, all staff apart from the Response and Repair Principal Team Member had an up-to-date DBS.

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

RESOLVED That the schedule of payments from 01 May 2024 to 15 July 2024 in the sum of £92,893.20 and the Petty Cash Spend from 10 May 2024 to 03 July 2024 be approved and noted.

5. WORKS PROGRAMME

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

Brighter Burntwood

The Town Clerk explained that he had emailed Eon several times with regard to some kind of hanging baskets on lampposts but had been passed from one department to enough and was finding it incredibly difficult to progress the matter. The Town Clerk confirmed that the wildflowers planted at Sister Dora Avenue had received more positive feedback than negative. He confirmed that residents letters had been hand delivered at the start of the project, which was in partnership with Lichfield District Council and that the seeds had now bloomed. The Town Clerk confirmed that there would be ongoing maintenance [3-year cycle] and that the Town Council may wish to look at other sites in the future.

Councillor Norman referred to Minute No. 60 – Works Programme [07 May 2024 refers] and stated that there was still no progress report on the hanging baskets, and even though he had identified locations for planters he could see no progress.

Councillor D Ennis explained that a resident who visits Burntwood Cemetery on a regular basis had commented favourably on the planter and thanked BTC staff.

Councillor D Ennis confirmed that the planter had been produced in-house. Councillor Evans explained that the planter had been designed by BuRRT for the Festival of Flowers which had taken place on 22 June at Chasetown Methodist Church and which had now been moved to the cemetery. She felt that there had been far more people who had appreciated the wildflowers than who had not.

Councillor Banevicius referred to the hanging baskets at Chase Terrace Shopping Centre which were faded and felt that the artificial flowers needed to be removed. The Town Clerk confirmed that BuRRT would take a look and remove them if possible.

It was **Agreed** that the Town Clerk would provide a progress report to the next meeting scheduled for 11 September 2024.

Restoration of Fingerposts

The Town Clerk confirmed that two of the fingerposts had been restored and one is in significant disrepair and that the BuRRT are considering a viable plan.

CIL Expenditure

As there was no information or update provided regarding the Heritage Trail being developed, it was **agreed** that the Town Clerk would email Mrs Williams [heritage trail] and Ms Gomez [author of the book] for an update.

Standing Orders, Code of Conduct Etc

It was confirmed that the policies had been readopted at the Full Council meeting held on 23 May 2024.

Councillor Woodward referred to a previous request from Members for a footnote to be added to the bottom of the works programme of works which had been completed during the civic year as this had still not been done.

Items to be added to the Works Programme

Larks Rise Community Woodland

Further to Minute No. 60 – Works Programme [Pages 34 & 35] [07 May 2024 refers], the Town Clerk confirmed that he had heard nothing from Mercian Labels. He confirmed that BuRRT had cleared all of the plastic and stakes and found that not as many of the trees had failed as first feared. The Town Clerk confirmed that 4 oak saplings had been planted [these were left over from the Coronation]. Some of the saplings were showing good signs that they are establishing. The areas need strimming back and he had asked COGS to do this in the past at the Town Council's expense but the original agreement showed that Mercian Labels should cover these costs. One of the signs is rotting and looks in a poor state and confirmed that Councillor Norman had made a request to Lichfield District Council to repair it.

Burntwood Town Council Strategy/Values Statement

This referred to the discussion at the Full Council meeting held on 14 March 2024. The Chair requested that the Town Council Strategy document needed now to be progressed and added to the work programme.

Chase Terrace Community Centre

The works can now progress as normal as no discussion had yet been made regarding the running of the centre etc.

Councillor Woodward felt that some of the actions agreed in the previous minutes had not been carried out as she had not seen any evidence. She referred to, for example, Minute No. 60 – Works Programme [07 May 2024 refers] and in particular Traffic Islands – Chevrons and asked if the Town Clerk had asked the Highway Authority the following question:

"Were the chevrons there for road safety issues".

She asked that all agreed actions from the Minutes of the previous meeting be followed up as quickly as possible and reported back to the committee members.

Councillor Tranter asked if a date could be provided for providing answers to matters raised by Members as it seemed open ended at the moment.

Councillor D Ennis suggested that there were free Customer Relationship Management [CRM] systems available which is a system that could manage tasks and can be accessible in the office as well as remotely.

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

6. REVIEW OF EARMARKED RESERVES

Councillor Woodward referred to the report produced by the Finance Officer and in particular 3.1 A review could therefore be carried out with two objectives, the first being to release some of the Earmarked Reserves to return the General Reserves to the recommended level of cover and the second objective would be to review and justify each Earmarked Reserve, recommending the release of all or part of any which can no longer be justified.

Members referred to the Earmarking of Reserves at Year End 2023/24 based on actual income and expenditure at year end in depth, line by line.

Earmarked Capital Reserves

Burntwood Cemetery

Councillor Norman queried the word "capital" with regard to Burntwood Cemetery. Councillor D Ennis explained that the Town Council do have a budget heading for the cemetery [cost centre 401] however this was for items not covered by insurance or the budget for example repairs/resurfacing of the road. It is just a security – level the Town Council is comfort with. It was **agreed** that there would be no change.

Earmarked Revenue Reserves

Elections

It was **agreed** that there would be no change.

Town Strategy

Councillor D Ennis explained that the Burntwood Town Strategy needed to be reviewed as the current document was dated March 2011 and the review could include plans/projects for use of the money. Councillor Norman explained that for earmarked reserves there should be a purpose and he felt that we needed to review the Strategy before deciding on the earmarked reserves. It was **agreed** that this would be amended to £100,000.

Community Projects/Better Burntwood Fund

It was **agreed** that this would be retitled the Better Burntwood Fund.

Stephen Sutton Bursary/Youth Grants

Councillor D Ennis stated that had he known about these reserves, when discussing the Bursary at the Community and Partnerships Committee meeting held on 03 July

2024, he would have suggested more than one Bursary. It was **agreed** that there would be no change.

Neighbourhood Plan

Councillor Norman explained that Lichfield District Council were currently reviewing their Local Plan and that the Burntwood Neighbourhood Plan needed to fit in with that Plan. It was **agreed** that there would be no change.

Old Mining College

It was **agreed** that there would be no change.

Defibrillators

Councillor D Ennis explained that there was a budget heading for this [cost centre 214] and as this was such a small amount it was **agreed** that £465 would be moved to SCAMP Maintenance & Possible Enhancements.

Civic Expenses/Charity Funding

It was **agreed** that £272 would be moved to SCAMP Maintenance & Possible Enhancements.

SCAMP Maintenance

Councillor D Ennis explained that there was a budget heading for this [cost centre 215] as BuRRT had recently carried out some maintenance to SCAMP and he had been approached with regard to having more plaques. It was **agreed** that the heading would be amended to SCAMP Maintenance & Possible Enhancements as possible "Enhancements" could be lighting. It was **agreed** that Defibrillators £465 and Civic Expenses/Charity Funding £272 would be moved into SCAMP Maintenance & Possible Enhancements.

Events

It was **agreed** that Events would be for significant events and the Earmarked Reserve be renamed as such. The Town Clerk suggested a street party 80th VE Day Celebration which could be organised by the Town Council and could include closing the road at Sankey's Corner, bunting and bring & share food etc. Councillor Woodward felt that this event should be led by the community. It was **agreed** that the Earmarked Revenue Reserves be reduced to £15,000 with the remaining going into General Reserves.

CIL Money

It was **agreed** that there would be no change.

Skate Park Replacement

It was **agreed** that there would be no change as the Town Council had made a commitment with Lichfield District Council [Minute No. 75 – 14 March 2024 Town Council Meeting refers].

Bus Shelters

Members were informed that there was a budget heading for bus shelters [cost centre 202]. It was **agreed** that this would be moved into General Reserves.

Street Lighting

Councillor D Ennis informed Members that there was a budget heading for street lighting [cost centre 201] however the Earmarked Revenue Reserve was for replacement. It was **agreed** that there would be no change.

Public Conveniences

It was **agreed** that this heading would be removed.

Brighter Burntwood – it was agreed that this reserve should be moved to the Community Project/Better Burntwood Reserve.

RECOMMENDED That Full Council approves the above recommendations made by the Policy and Resources Committee.

7. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) AND STAFFORDSHIRE PARISH COUNCILS ASSOCIATION (SPCA) MEMBERSHIP

The Town Clerk explained that Staffordshire Parish Councils Association [SPCA] is the branch organisation of National Association of Local Councils [NALC] and membership would provide local information, networks, and support. NALC the annual STAR award for local councils, this would be an excellent opportunity for the Town Council to raise its profile and gain national recognition. This award is only open to members of NALC.

Councillor Norman explained that there is documents on the NALC site that can be accessed without being a member however this is limited and membership gives access to all documents. However, he did ask if there could be a review in 12 months' time.

Councillor D Ennis stated that if we became members, we needed to utilise the resources available to us.

Councillor Tranter asked about the STAR award and what was involved and the Town Clerk stated that there was various categories however this would give the Town Council national recognition [show case what Burntwood does].

Councillor Woodward referred to CCIN [The Cooperative Councils' Innovation Network] of which the Town Council is currently a member [at a cost of £250 per annum]. She explained that Burntwood were getting national recognition but she felt that this was not being promoted enough either within the Council itself or on our social platforms. Councillor D Ennis felt that Councillor Woodward had been the driving force behind the CCIN. It was **agreed** that the Town Clerk would compose an email to be sent to all Members outlining the CCIN. Councillor Woodward informed Members that someone needed to fill the vacancy as she was stepping back from the CCIN and that it was up to the Council to decide whether it should continue with the membership.

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

RESOLVED That the Town Council joins the NALC and SPCA at an annual membership cost of £1,950.40 with a review after 12 months.

8. UPDATED MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

The Town Clerk confirmed that an email had been sent to all Members [dated 01 July 2024] regarding the updated Financial Regulations. He thought it would be useful to circulate them before the Committee Meeting so that Members could have a look and ask any questions or make any comments so that the document could be updated in time for the Committee Meeting. The Town Clerk confirmed that he had used a highlighter pen where for example the document stated Finance Committee and confirmed that this would automatically be changed to the Policy and Resources Committee.

Councillor Norman pointed out that there was no covering report. This was reiterated by Councillor Woodward who felt that it would have been helpful to have some kind of steer regarding the highlighting which she had not received prior to the meeting.

1 - General

With regard to 1.7 it was **agreed** that there would be no change.

With regard to 2.4 Councillor Woodward asked if there was a schedule of dates with regard to the Council reviewing the effectiveness of its system of internal control. It was **agreed** that the Town Clerk would check.

3 - Accounts and Audit

Councillor Woodward referred to 3.2 and in particular a record of the assets and liabilities of the Council. It was **agreed** that the Town Clerk would check.

4 - Budget and Precept

With regard to 4.2 it was **agreed** that budgets for salaries and wages should be reviewed at least a month before the budget/precept meeting.

With regard to 4.4 Members referred to the forecast for the following three financial years. It was **agreed** that having regard to staff capacity that the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year along with a forecast for the following year taking account of the lifespan of assets and cost implications of repair or replacement.

With regard to 4.5 it was **agreed** that any review should take place at least a month before the budget/precept meeting.

With regard to 4.6 and 4.7 it was **agreed** that the three-year forecast would be removed.

5 - Procurement

With regard to 5.6 Members felt that the figure of £60,000 was too high and it was **agreed** that this would be reduced to £10,000, however it was noted that 5.6 was superseded by 5.7, 5.8 and 5.9.

With regard to 5.15 Members felt that individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk in consultation with the Chair of the Council needed to be amended and it was **agreed** that the authorisation would include the Chair of the appropriate Committee and Leader and relayed to the Chair of the Council.

With regard to 5.18 it was **agreed** that the Clerk shall report such action to the Chair and Leader as soon as possible etc.

6 - Banking and Payments

With regard to 6.5 it was **agreed** that all payments shall be made by online banking unless a cheque is necessary.

7 - Electronic Payments

With regard to 7.1 it was **agreed** that the Town Clerk and/or Deputy Clerk shall be appointed as the Service Administrator.

With regard to 7.12 it was **agreed** that account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk, Deputy Clerk and RFO.

9 – Petty Cash

With regard to 10.1 it was **agreed** that the Deputy Clerk should be added.

RESOLVED That the Town Clerk be authorised to make the above amendments to the Model Financial Regulations for Local Government and then this document be submitted to Full Council for approval.

9. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions of Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

10. CONFIDENTIAL MINUTES

See Confidential Minutes.

11. REPLACEMENT OF SUPPLIER – IT PROVISION

See Confidential Minutes.

(The Meeting closed at 8.05 pm)

Signed

Dated

Policy and Resources Committee

Wednesday 11 September 2024

FURTHER REVIEW OF EARMARKED RESERVES

1.0 Purpose of Report

Further to this Committee's review of the Council's Earmarked Reserves at its July meeting, clarification is sought in order for sound recommendations to be made to the Town Council for the level of each Earmarked Reserve and for any sums to be released back into General Reserves.

2.0 Background

- 2.1 The Council at its May meeting asked this Committee to review the level of Earmarked Reserves (EMRs) and make recommendations to the Town Council. This was in response to points about the level of General and Earmarked Reserves in section 7.0 of the report on the Annual Governance and Accountability Return (AGAR) under agenda item 11 of that meeting.
- 2.2 The principles for any transfers into and out of Earmarked Reserves at the end of the last financial year were approved at the Council's March meeting. The table of Reserves was then finalised following completion of the annual accounts including actual earmarking transfers. Primarily due to the purchase of Chase Terrace Methodist Church, the level of General Reserves at 31st March 2024 (at £105,491) had fallen below the recommended level of cover of between 3 and 12 months of revenue expenditure (with councils of this size expected to be nearer 3 months). This may be identified as an issue by the External Auditors, who have not yet completed their audit. Some Earmarked Reserves could be released in the current financial year to return the General Reserves to a more acceptable level.
- 2.3 In addition, the Practitioner's Guide, setting out proper practices for governance and accounts of smaller authorities, states that:

There is, in practice, no upper or lower limit to EMRs 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.

The Internal Auditor commented that some of the Earmarked Reserves had not changed for several years and, if that remained the case at the end of the current financial year, might warrant comment in her next report.

3.0 Review of Earmarked Reserves at July meeting and reasons for further review

- 3.1 The review suggested for the July meeting was intended to meet two objectives, the first being to release some of the Earmarked Reserves to return the General Reserves to the recommended level of cover. The second objective was to review and justify each

Earmarked Reserve, recommending the release of all or part of any which could no longer be justified.

- 3.2 Based on budgeted expenditure of around £508,000 for the current financial year, 3 months cover would require General Reserves of £127,000. Thus, a release of £20,000 or more would take the General Reserves to an acceptable level of cover.
- 3.3 The minutes of the July meeting recorded various decisions and the list of Earmarked Reserves at 31st March 2024, as presented to the July meeting, has been annotated with those decisions. Three areas have been highlighted for further review.
- 3.4 Firstly, the Earmarked Reserve titled Civic Expenses/Charity Fundraising in fact contains only funds raised during the 2023/24 financial year for the previous Chair's charity. Thus, those funds should not be transferred for other purposes, such as to SCAMP maintenance as proposed. The money has now been paid to the charity and, when the relevant entries have been made in the accounts system, the Earmarked Reserve will be empty (pending any of the current Chair's fundraising being added, usually at the end of the financial year). It would perhaps be clearer to rename the Earmarked Reserve as Charity Fundraising, as in practice in recent years it has never contained any funds for Civic Expenses.
- 3.5 Secondly, the minutes record the recommendation that the Earmarked Reserve for the Burntwood Town Strategy be increased to £100,000. However, they do not record the reason for that level nor where those funds would be taken from. If taken from General Reserves, then this counteracts the objective to increase the level of cover there.
- 3.6 The July decisions did however propose releases of £17,552 in total, from the Bus Shelter and Events Earmarked Reserves. Subject to what is agreed for the Town Strategy Reserve, ideally some further funds would be released to bring the net increase up to £20,000 or more.
- 3.7 Also, the large amount held in the Better Burntwood Earmarked Reserve needs to be justified to comply with the guidance in paragraph 2.3.

4.0 Recommendation

- 4.1 That the Committee further reviews the Earmarked Reserves and makes recommendations to Council that
 - achieve the objective of returning the General Reserves to the level recommended to give cover for at least 3 months of revenue expenditure.
 - keep the ring-fenced charity funds in that Earmarked Reserve.
 - set and justify an appropriate level for the Burntwood Town Strategy Earmarked Reserve and, if applicable, explain where any increase would be taken from.
 - provide justification for the sum held in the Better Burntwood Earmarked Reserve.

Contact Officer

Alison James
Finance Officer
alison.james@burntwood-tc.gov.uk

BURNTWOOD TOWN COUNCIL

EARMARKED RESERVES AT YEAR END 2023/24 AND PROPOSED RECOMMENDATIONS TO COUNCIL FOR TRANSFERS IN 2024/25

DESCRIPTION	OPENING BALANCES 31/03/2023 (FINAL) £	ADDITIONS DURING 23/24 £	DEDUCTIONS DURING 23/24 £	CLOSING BALANCES 31/03/2024 (FINAL) £	RECOMMENDATIONS TO COUNCIL MINUTED AT JULY P&R MEETING
EARMARKED CAPITAL RESERVES:					
1. BURNTWOOD CEMETERY	77,412	0	0	77,412	No change
TOTAL EARMARKED CAPITAL RESERVES	77,412	0	0	77,412	
EARMARKED REVENUE RESERVES:					
2. ELECTIONS	47,706	0	9,544	38,162	No change
3. TOWN STRATEGY	79,752	0	0	79,752	Increase to £100,000 (<i>Increase of £20,248 taken from General Reserves?</i>)
4. COMMUNITY PROJECTS/ BETTER BURNTWOOD FUND	73,492	3,230	0	76,722	Re-title to Better Burntwood Fund only
5. STEPHEN SUTTON BURSARY/YOUTH GRANTS	4,000	0	1,000	3,000	No change
6. NEIGHBOURHOOD PLAN	15,250	0	0	15,250	No change
7. OLD MINING COLLEGE	59,736	0	0	59,736	No change
8. DEFIBRILLATORS	1,232	0	767	465	Move all to SCAMP Maintenance (and remove this Earmarked Reserve)
9. CIVIC EXPENSES / CHARITY FUNDRAISING	712	279	720	272	Move all to SCAMP Maintenance
10. SCAMP: MAINTENANCE	500	0	0	500	Re-title to SCAMP Maintenance & Possible Enhancements. Increase with transfers from Defibrillators and from Civic Expenses/Charity Fundraising.
11. EVENTS	21,186	5,652	0	26,838	Re-title as Significant Events. Reduce to £15,000 with difference of £11,838 being released to General Reserves
12. CIL MONEY	36,636	7,665	25,856	18,445	No change
13. SKATE PARK REPLACEMENT	0	20,000	0	20,000	No change
14. BUS SHELTERS	9,294	0	3,580	5,714	Release to General Reserves (and remove this Earmarked Reserve)
15. STREET LIGHTING	1,500	995	0	2,495	No change
16. PUBLIC CONVENIENCES	15,291	0	15,291	0	Remove this Earmarked Reserve
17. BRIGHTER BURNTWOOD	0	15,291	0	15,291	Move all to Better Burntwood Fund (and remove this Earmarked Reserve)
TOTAL EARMARKED REVENUE RESERVES	366,287	53,112	56,757	362,642	
TOTAL EARMARKED CAPITAL AND REVENUE RESERVES	443,699	53,112	56,757	440,053	Net increase of £2,696 (if add £20,248 and release £11,838 and £5,714)
GENERAL RESERVES	307,701			105,491	Net decrease of £2,696 (<i>if increase to Town Strategy is taken from General Reserves</i>)

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

	DATE PAID	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
						£	£	£
1	12 07 24	Vacs R Us	Replacement Vacuum Cleaner	CARD	104/4059	99.99	0.00	99.99
2	16 07 24	Amazon	Better Burntwood Fund [Burntwood Litter Heroes - Litter Pickers]	CARD	302/4416	53.33	10.66	63.99
3	22 07 24	Amazon	27 inch Monitors	CARD	107/4139	154.09	30.84	184.93
4	24 07 24	Amazon	Monitor Stand	CARD	107/4139	14.98	3.00	17.98
5	26 07 24	Focus Group	Monthly Line Rental	DD	107/4057	161.64	32.33	193.97
6	28 07 24	MB Office Systems Limited	Photocopier Charges for Mono & Colour [Billing Period June-24]	DD	107/4211	113.94	22.78	136.72
7	31 07 24	GOV.UK	Basic DBS Check	CARD	107/4059	18.00	0.00	18.00
8	31 07 24	Storm in a Teacup Circus	Wakes 24 - Bubble Ologist	BACS	213/4390	260.00	52.00	312.00
9	31 07 24	Screwfix	OMCC - Petrol Mini Tiller	BACS	104/4056	166.66	33.33	199.99
10	31 07 24	Screwfix	OMCC - Chisel Bit	BACS	104/4056	13.33	2.66	15.99
11	31 07 24	Screwfix	Underground Flexible Adaptor, Drain Rod, Rest Bend	BACS	104/4056	120.27	24.05	144.32
12	31 07 24	Screwfix	Underground Drainage Pipe	BACS	104/4056	22.05	4.41	26.46
13	31 07 24	Greenhills Nursery	Items for Planters - compost, fertilisers, begonias	BACS	206/4241	112.00	0.00	112.00
14	31 07 24	Keelys Solicitors	Employer Support Scheme [12 months commencing 01.08.24]	BACS	107/4180	999.00	199.80	1,198.80
15	31 07 24	Burntwood Memorial Association	Room Hire - Full Council 16.07.24	BACS	107/4059	66.00	0.00	66.00
16	31 07 24	G E Collis and Sons Limited	Items for OMCC Garden - Pruning Shears, Slug Pellets, Rake & Fork	BACS	104/4056	47.36	9.46	56.82
17	31 07 24	G E Collis and Sons Limited	OMCC Maintenance - Silicone, Gulley, Adaptor	BACS	104/4056	56.29	11.24	67.53
18	31 07 24	Lichfield Community Media CIC	Full page adverts - 11.07.24 & 25.07.24	BACS	108/4171	504.00	0.00	504.00
19	31 07 24	TechCare Limited	Monthly IT Support	BACS	107/4139	884.23	176.85	1,061.08
20	31 07 24	HSS Pro Service	Bulk Bag 10mm, Polypipe Polystorm Modular Water Unit	BACS	104/4056	131.50	26.30	157.80
21	31 07 24	The Stambridge Group Limited	Cemetery Open & Close June 2024	BACS	401/4863	340.00	68.00	408.00
22	31 07 24	Rialtas	Remot Training Session - Cemetery	BACS	107/4212	280.00	56.00	336.00
23	31 07 24	KJC Services	VAT Advice	BACS	107/4180	250.00	0.00	250.00
24	31 07 24	Bright Roof Limited	OMCC Annexe Roof	BACS	104/4056	2,250.00	0.00	2,250.00
25	31 07 24	Staffordshire Signs and Graphics	Wakes 24 - Banners	BACS	213/4390	130.00	26.00	156.00
26	31 07 24	Roadtech Cutting Services Limited	Market Road Closure 14.07.24	BACS	213/4398	650.00	130.00	780.00
27	31 07 24	Burntwood Swimming Club	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
28	31 07 24	D.T.H. Churchyard & Cemetery Services	Burntwood Cemetery : Grave Digger	BACS	401/4810	500.00	0.00	500.00
29	31 07 24	Emily Alice	Wakes 24 - Busker	BACS	213/4390	75.00	0.00	75.00
30	31 07 24	Holly Rolfe	Wakes 24 - Busker	BACS	213/4390	75.00	0.00	75.00
31	31 07 24	Wagner Carrilho	Wakes 24 - Performance	BACS	213/4390	600.00	0.00	600.00
32	31 07 24	Emily Rice	Wakes 24 - Busker	BACS	213/4390	75.00	0.00	75.00
33	31 07 24	Clean All [Windows] Limited	OMCC Window Cleaner July 2024	BACS	104/4059	145.25	29.05	174.30
34	31 07 24	Story Magic	Wakes 24 - Punch & Judy	BACS	213/4390	340.00	0.00	340.00
35	31 07 24	270 Climbing	Wakes 24 - Mobile Wall/Mobile Cave - Deposit	BACS	213/4390	470.00	94.00	564.00
36	31 07 24	270 Climbing	Wakes 24 - Mobile Wall/Mobile Cave - Balance	BACS	213/4390	1,410.00	282.00	1,692.00
37	31 07 24	Butterflies Face Painting	Wakes 24 - Face Painting	BACS	213/4390	180.00	0.00	180.00
38	31 07 24	Butterflies Face Painting	Market 14.07.24 - Face Painting	BACS	213/4398	200.00	0.00	200.00
39	31 07 24	Seventeen 43 Management	Wakes 24 - Event Management	BACS	213/4390	1,935.00	0.00	1,935.00
40	31 07 24	The Best Fun Limited	Wakes 24 - Inflatables	BACS	213/4390	1,137.50	227.50	1,365.00

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
41	31	07	24		RSPCA	Wakes 24 Stall Refund	BACS	213/1090	20.00	0.00	20.00
42	31	07	24		Burntwood Lions	Wakes 24 Stall Refund	BACS	213/1090	20.00	0.00	20.00
43	31	07	24		Spark	Wakes 24 Stall Refund	BACS	213/1090	20.00	0.00	20.00
44	31	07	24		Burntwood Breast Care	Wakes 24 Stall Refund	BACS	213/1090	40.00	0.00	40.00
45	31	07	24		Bethany Childrens Home	Wakes 24 Stall Refund	BACS	213/1090	20.00	0.00	20.00
46	31	07	24		Pathway Projects	Wakes 24 Stall Refund	BACS	213/1090	20.00	0.00	20.00
47	31	07	24		CASES	Wakes 24 Stall Refund	BACS	213/1090	20.00	0.00	20.00
48	31	07	24		Burntwood Swimming Club	Wakes 24 Stall Refund	BACS	213/1090	20.00	0.00	20.00
49	31	07	24		Burntwood Be A Friend	Wakes 24 Stall Refund	BACS	213/1090	20.00	0.00	20.00
50	31	07	24		Burton Mind	Wakes 24 Stall Refund	BACS	213/1090	20.00	0.00	20.00
51	31	07	24		Bert and Gerts Limited	Wakes 24 Market Stalls & Barriers	BACS	213/4390	1,810.00	362.00	2,172.00
52	31	07	24		Bert and Gerts Limited	Market 14.07.24 - Stalls	BACS	213/4398	405.00	81.00	486.00
53	31	07	24		G E Collis and Sons Limited	8 x 4 x 18mm OSB Boards	BACS	104/4056	44.90	8.97	53.87
54	31	07	24		G E Collis and Sons Limited	Light, Work Light and Cable Ties	BACS	104/4056	14.51	2.90	17.41
55	31	07	24		G E Collis and Sons Limited	Ratchet Straps, Metal Spikes, Nuts, Screws, Padlocks, Soil Pipe Joint	BACS	104/4056	80.46	16.15	96.61
56	31	07	24		inLIFE Design Limited	Website Package, Security Updates, Hosting and Backups - July 24	BACS	108/4171	229.00	45.80	274.80
57	31	07	24		Falconry & Hawking Centre	Wakes 24 - Falconry Static Display	BACS	213/4390	220.00	0.00	220.00
58	31	07	24		J&B Medical & Security Services Ltd	Wakes 24 - Medical Cover & Security	BACS	213/4390	675.00	0.00	675.00
59	31	07	24		Staffordshire Parish Councils' Association	Annual Subscription 2024-25 [75%]	BACS	107/4170	1,462.80	0.00	1,462.80
60	01	08	24		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
61	06	08	24		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
62	12	08	24		EE	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	107/4057	52.58	10.52	63.10
63	15	08	24			Employee Costs Month 5	BACS	107/4019 & 104/4019	12,045.63	0.00	12,045.63
64	15	08	24			LGPS Month 5	BACS	107/4019 & 104/4019	4,569.72	0.00	4,569.72
65	15	08	24			NI/PAYE Month 5	BACS	107/4019 & 104/4019	3,664.55	0.00	3,664.55
66	12	08	24		Amazon	Play in the Parks - Flying Gliders	CARD	213/4761	19.98	3.99	23.97
67	13	08	24		Amazon	Play in the Parks - Foam Dice	CARD	213/4761	14.08	2.81	16.89
68	15	08	24		Octopus Energy	OMCC Gas & Electricity [26.06.24 to 31.07.24]	DD	104/4055	812.04	136.37	948.41
69	28	08	24		Focus Group	Monthly Line Rental	DD	107/4057	166.63	33.33	199.96
70	28	08	24		NALC	Neighbourhood Plan Seminar Tickets	CARD	107/4212	65.36	13.08	78.44
71	28	08	24		Lloyds Bank	Petty Cash Top-Up	CARD	107/4059	100.00	0.00	100.00
72	28	06	24		Lloyds Bank	Cash Fee	CARD	107/4059	2.50	0.00	2.50
73	30	08	24		Bert and Gerts Limited	Market 11.08.2024	BACS	213/4398	440.00	88.00	528.00
74	30	08	24		G E Collis & Sons Limited	Items for Ladies Toilet and Cable Clips	BACS	104/4056 & 213/4761	9.54	1.89	11.43
75	30	08	24		G E Collis & Sons Limited	Community Centre - Key Cutting	BACS	502/4065	10.33	2.07	12.40
76	30	08	24		M N B Videography	Wakes 24 - Videographer/photographer	BACS	213/4390	150.00	0.00	150.00
77	30	08	24		Staffordshire Signs and Graphics	Wakes 24 - Banners	BACS	213/4390	110.00	22.00	132.00
78	30	08	24		Staffordshire Signs and Graphics	Branded Workwear	BACS	107/4059	82.96	16.60	99.56
79	30	08	24		Burntwood Road Sweepers Limited	Wakes 24 - Portaloo	BACS	213/4390	500.00	100.00	600.00
80	30	08	24		Staffordshire Pest Control Limited	OMCC - Pest Control [22.07.24 to 21.10.24]	BACS	104/4056	60.00	12.00	72.00
81	30	08	24		Mikey Teas Limited	Market 14.07.24 Drinks Vouchers	BACS	213/4398	46.50	0.00	46.50
82	30	08	24		Mikey Teas Limited	Play in the Parks - Packed Lunches 21.08.24	BACS	213/4761	690.00	0.00	690.00
83	30	08	24		Cathedral Leasing Limited	OMCC - Supply of Hygiene Services [quarterly]	BACS	104/4059	84.48	16.90	101.38
84	30	08	24		The Best Fun Limited	Play in the Parks - Inflatable 29.07.24	BACS	213/4761	390.00	78.00	468.00
85	30	08	24		The Best Fun Limited	Play in the Parks - Inflatable 31.07.24	BACS	213/4761	305.00	61.00	366.00

[illegible]

PETTY CASH SPEND

<u>DATE</u>	<u>ITEM</u>	<u>SPEND</u>	<u>CASH OUT BANK</u>
20.07.24	Wakes 24 - Refreshments for Buskers/Entertainers	£6.00	
20.07.24	Wakes 24 - Refreshments for Buskers/Entertainers	£5.00	
20.07.24	Wakes 24 - Refreshments for Buskers/Entertainers	£2.50	
20.07.24	Wakes 24 - Refreshments for Buskers/Entertainers	£8.00	
20.07.24	Wakes 24 - Refreshments for Buskers/Entertainers	£4.00	
23.07.24	Cable Ties	£4.00	
31.07.24	Play in the Parks 24 - Storage Container and Table Cloths	£3.75	
02.08.24	OMCC Watering System AA Batteries	£3.00	
06.08.24	Play in the Parks 24 - Table Cloths	£5.00	
07.06.24	Play in the Parks 24 - Tennis Balls	£1.99	
18.08.24	Bleach, Refuse Sacks, Dish Cloths	£7.73	
28.08.24	Petty Cash Top Up		£100.00
	Balance	£118.54	

AGENDA ITEM 5 - ENCLOSURE NO. 3B

Policy and Resources Committee

Wednesday 11 September 2024

BRIGHTER BURNTWOOD – PLANTING SCHEMES

1. Purpose of Report

To review and assess various planting schemes the Council operate in the Town and to consider improvements for the 2025 season.

2. Background

The Town Council has been endeavouring to improve the street scene by adding more planters around the town. As the Town Council does not own much land, this has proved at times to be difficult with the main landowner, Staffordshire County Council has been unable to accommodate our aims such as planter displays at traffic splitters at the entrance to the town.

3. Wildflower Meadow/Bedding Plant Installation

Members will recall that this committee approved the created of a new wildflower meadow at Sister Dora Avenue next to Burntwood Cemetery, on land owned by Burntwood Town Council. The was carried out and completed by Lichfield District Council on our behalf.

In the preparation phase, the Town Clerk wrote to households in the neighbourhood to explain our intention and desired result. This resulted in a small number of phone calls to the Town Clerk expressing support for the scheme. As the flowers established, three individuals called to complain that the area looked scruffy. This may have been further exacerbated by the exceptionally wet weather which had the effect of accelerating grass growth and making the grass hard to collect when cut, resulting in clumping. The Town Clerk was able dispel myths that the wildflower scheme was intended as a cost saving measure by reducing the amount of grass cutting on that site.

However, when the flowers bloomed, feedback from residents and the wider social media audience was overwhelmingly favourable with many commentators praising the council for its example in improving the ecology and supporting pollinators.

Now the season is coming to a close the Committee can now consider three options for the Sister Dora Avenue site.

- a. Abandon the wildflower scheme, overseed with grass and return the land to it's previous state. LDC officers advise there would be no cost for this.

- b. Maintain the wildflowers after the seed drops, and if necessary, add more suitable seeds to increase the chance of improving colouring, and winter maintenance to make sure the flowers can thrive. LDC officers estimate £500 depending on the mix of seeds selected.
- c. Expand the wildflower plots to make them around 50% larger. LDC have offered a preliminary quote of £826 to install, plus daily watering (Monday to Friday) at £29 per occasion (not required if sufficiently watered through rainfall).

If members consider that the planting scheme is successful and desirable, the Committee could request that the Deputy Leader and the Town Clerk seek out further suitable sites around the town, and allocate a budget, from the general reserve, to fund up to three wildflower /bedding plant meadows.

Potential locations could be at these locations, subject to a thorough assessment of suitability, and appropriate permission from the landowner (assumed to be part of the public highways estate owned by Staffordshire County Council).

Junction of Norton Lane and Lichfield Road by the BTC signpost



Junction of Oakdene Road and Springhill Road, Chasetown



Near Roundabout at top of High Street, Chasetown and A5190



Costs for the installation, based on the costs for installing the wildflowers at Sister Dora Avenue would be up to £800, depending on size, with watering as required at £29 per time (depending on the weather).

The County Council has been approached regarding securing the necessary approval, and advice has been received that a Licence to Plant would be required at cost of £100 per location, if the application is successful.

4. Recommendation

Subject to approval and feasibility, the Town Clerk is requested to obtain firm quotes for such wildflower/bedding plants installation for approval by this Committee in the New year.

5. Stables Way Community Woodland

Members will recall that the Town Council facilitated the planting of a small woodland at Stables Way, sponsored by local company, Mercian Labels, who generously agreed to fund maintenance for 5 year (to 2027).

A number of immature saplings were planting by children at a local school, and explanatory signage was provided.

It was feared that the planting had largely failed, however, it appears that more than half of the saplings are showing signs of establishing, but further maintenance is required to ensure that they can survive.

The Town Clerk has approached Mercian Labels, but the member of staff who was the liaison between the Council and the Company has now left the business and no reply has yet been received. The Town Clerk will approach the Managing Director by letter.

6. Recommendation

That the Town Clerk be requested to obtain quotes for the necessary work to trim the grass around the saplings, install matting to protect them and remove weeds.

7. Hanging Baskets

Permission from EON (who have a Service Level Agreement with Staffordshire County Council to maintain lampposts) is being sought to enable the Town Council to place Hanging Baskets on 4 lampposts at Swan Island and two by Skoda Island. Prices for installation and maintenance have been requested from LDC.

8. Planter Boxes

The Burrt Team will continue to build planter boxes for use at locations around the town, particularly at Sankey's Corner. This is achieved at minimal cost mainly using recycling materials.

The large planter placed near Burntwood Library is showing signs of decay and rotting, and a price has been requested for its removal and replacement.

9. Recommendation

- i. The members note the content of this report.
- ii. Members decide on an option described in section 2 for the future of the Sister Dora planting and approve the necessary funding.
- iii. This committee request that the Town Clerk continue to pursue actions described and provide a further report in January 2025.

Contact Officer

Steve Lightfoot

Town Clerk

Steve.lightfoot@burntwood-tc.gov.uk

01543 677166

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
1.	Brighter Burntwood. Planters, wildflowers, hanging baskets, traffic islands	11.03.24 17.04.23	Leadership team agreed to lay out a pilot wildflower meadow at Sister Dora Avenue	LDC team have agreed to undertake appropriate works immediately in time for display this summer. Land planted by LDC in March, letters delivered to neighbours. Hopeful for a great display. Wild flowers blooming providing a great visual display. Many positive comments received. Looking for suitable POS ¹ to repeat for 2025. Report to P&R Sept 2025 for decisions regarding 2025 season	Spring 2024 Spring 2025	Steve Lightfoot	Cllr Norman
2.	Restoration of Finger Posts – to examine the possibility of restoring the three historic finger posts in the Parish of Burntwood	01 December 2022	The Town Council adopt the fingerposts [namely corner of Farewell Lane, Junction of Hospital Road and Junction of Coulter Lane] and use in-house resource to refurbish them in	Still ongoing. Assessment of the state of the posts has been carried out. Work started on the repairing/refurbishing as stated. Low priority for use of resource. Work is weather dependent.	April 2024	Steve Lightfoot	Cllr Woodward

¹ Public Open Space

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
		17.04.24	place, by cleaning, removing rust and repainting at a cost of approximately £1,000.	2 finger posts restored to great effect. 3 is in significant disrepair, Staff are considering viable plan. Plan to improve the look of the post completed by BuRRT looking to complete October, weather permitting			
3.	CIL Expenditure	17 July 2023	Target date for installation of cycle racks Target date for heritage trail [Both had been approved by P&D Cmtte on 12 May 2022]	18.07.2023 Locations identified by Cllr D Ennis awaiting inspection on whether the locations are suitable by the Response and Repair Team and then landowners permission will be sought. 7.9.23 Locations inspected for suitability and 3/5 site owners responded and given permission. Type of rack has been identified with option to powder coat. Heritage Trail is external project. Book complete and ready for editing. Cycle racks purchased and delivered. Installation underway.	Spring 24	Kat Horner	Cllr Woodward

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
				<i>*no information regarding Heritage Trail being developed by voluntary organisation. Book has largely been completed subject to editing etc</i>			
4.	IT Strategy	July 2024	To approve tender specifications for on-going replacement of IT	<i>Draft tender complete. Report back to P&R(May/ with recommendation to determine supplier. On course for decision May. Tenders received. To be considered at P&R July 2024. Supplier appointed Implemented from September 2024</i>	May 24	Steve Lightfoot	Cllr D Ennis
5	Larks Rise Community Woodland	January 2022	Facilitate woodland planting and maintenance in a agreement with partners	<i>On-going. Local company has agreed to fund maintenance. Staff have kept a close eye on the site, and cleared some weeds etc. Contact with local company has been difficult so far</i>			
7	BTC Strategy / Values	Summer 2024	Develop overarching statement and plan	<i>Work commenced scoping and generating date</i>	January 2025	Kat Horner/ Steve Lightfoot	
8	Chase Terrace Community Centre	Purchased December 2023	Bring former church into use as Community Centre	<i>Purchase completed 2023. Successful grant application March 2024. Appointed contractors May 2024. Work Commencing Aug 2024</i>	Opening event January 2025	Steve Lightfoot	Cllr D Ennis

September 2024 Completed items.

On-going items / cancelled items

Finger posts	Partially completed. 1 remaining. Action plan drawn up.		Checking Defibs	Routine tasks, monthly
Standing orders and other procedures	Completed		CIL Expenditure	Going-on to complete projects
IT tender	Complete – implemented from September		OMC Solar panels	cancelled
Wildflower Meadow 2024	Complete.			
Flag Pole	Complete.			

Policy and Resources Committee

Wednesday 11 September 2024

MANAGEMENT AND DEVELOPMENT OF CHASE TERRACE COMMUNITY CENTRE

1. Purpose of Report

- a. To provide an update on the Construction phase.
- b. To provide an update on the initial operation phase.

2. Background

As members will know, the former Chase Terrace Methodist Church was purchased by Burntwood Town Council in December 2023, to preserve the building as a community space. In March 2024 it was confirmed that an application to the Community Ownership Fund (COF, administered by the Ministry for Housing, Communities and Local Government) had been successful and BTC had been awarded £180,131 to part fund a significant refurbishment and upgrade. Members agreed to accept the grant and allocate £45,000 match funding.

As part of the funding bid, a detailed business plan was required including detailed costing forecast for income and expenditure(**Appendix A**).

3. Construction Phase

After due process, Contractors – Bridge Interiors, have been appointed and have commenced work. Bridge Interiors have agreed a complete design and building and will be submitting drawings and applying for planning permission for the small extension that is proposed to construct in front of the side entrance.

Attached is a draft timeline of expected work that will be carried out by our Contractors (**Appendix B**).

4. Operational Phase

Preparation and planning is underway. The Business Plan (attached), developed for the COF bid is reviewed and updated, with the cost and income forecast included.

The second tab of the attached timeline includes key milestones so the building can be opened for use by the Town Council and Community Groups.

A detailed procedure document, including hire rates and charges will be presented to this committee at its' meeting in November.

5. Recommendation

That Members note the contents of this report.

Contact Officer

Steve Lightfoot

Town Clerk

Steve.Lightfoot@burntwood-tc.gov.uk

01543 677166

Community In Partnership Burntwood

Renovation & Administration Business Plan 2024

Chase Terrace
Community Centre





Contents

- About our Centre - Page 3
- Our Location - Page 4
- Local Need - Page 5—6
- Our Mission, Aims & Objectives - Page 7
- S.W.O.T - Page 8
- Community Partners - Page 9
- Structure - Our Team - Page 10
- Centre Manager - Page 11
- Income Generation - Page 12
- Our Budget - Page 13
- Centre Income - Page 14
- Centre Expenditure - Page 15
- Capital Projects - Page 16
- Building Extension - Page 17
- Full Project Cost - Page 18
- Project Timelines - Page 19—20
- Contact Details - Page 21
- Supporting Information - Page 22
- Appendices - Page 23—46

Our Centre - Chase Terrace Community Centre

Situated in a relatively disadvantaged area of Burntwood, the former Chase Terrace Methodist Church is recognised as a building of historic significance. Built in 1870, it is a typical example of Primitive Methodist chapels in Staffordshire and elsewhere, serving the former mining village of Chase Terrace which was one of the four villages which became the town of Burntwood in the 1970s. The building was redeveloped for community use in the early 2000s as part of a Single Regeneration Budget scheme which had significant local, council support as well as from other funding bodies. (The Church's mission statement for its funding bids at that time was "Serving God and the Community since 1870.") The building was then used for almost 20 years as a meeting place for numerous local community groups and the church itself hosted lunch clubs, coffee mornings etc.

With an increasingly elderly membership along with the impacts of the pandemic, membership declined and the Methodist Church closed the building as a place of worship in August 2022, putting it up for sale in October 2022. However, a group of former Church members along with Burntwood Town Council sought to retain the building for community use and launched a petition to this effect which received almost 1,000 signatures. In addition, an application for the building to be listed as an Asset of Community Value was submitted and approved by Lichfield District Council. Burntwood Town Council completed the purchase of the building in December 2023.



Our Location - Burntwood

Burntwood is a former mining town and civil parish in Lichfield District in Staffordshire, England, approximately 4 miles (6 km) west of Lichfield and north east of Brownhills. The town has a population of 26,049 (as of 2020) and forms one of the largest urbanised parishes in England. The town expanded in the nineteenth century around the coal mining industry.

Areas of Burntwood are Boney Hay, Chase Terrace, Chasetown, Gorstey Lea and Burntwood Green. Nearby places are Brownhills, Cannock, Cannock Wood, Norton Canes, Gentleshaw, Pipehill, Muckley Corner, Hammerwich and Lichfield.

Chase Terrace began as a mining village in the 1860s with mines at the south side of Cannock Road. By 1884 Chase Terrace had gained a population of nearly 2,000 and by 1959 all of the mines in the village had closed. The population doubled by 1971 as many people from Birmingham and the Black Country moved to Burntwood. Sankey's Corner became the commercial centre of Chase Terrace with an industrial estate, shopping centre and a market by 1970.

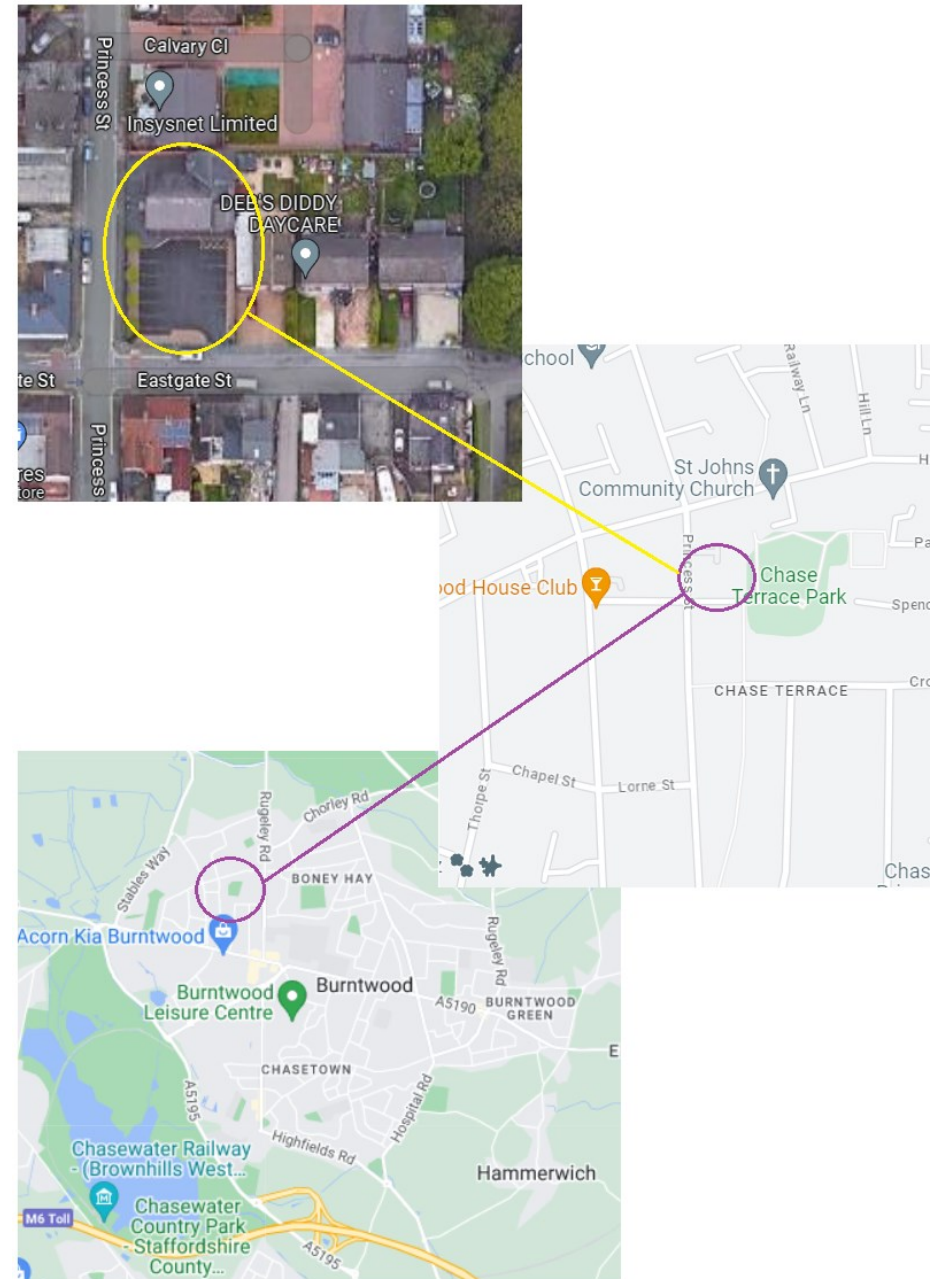
Today, Burntwood has a population of over 26,000 people and it is recognised that the town has insufficient community facilities for its size.

There is a great deal of goodwill locally towards this much-loved and historically significant building; there is a pressing local need for meeting places and there are significant levels of need and disadvantage to be addressed in the local community, both financial and social.

Because Burntwood has a thriving community and voluntary sector, the demand for community spaces is huge. The building itself could provide a base for local groups to provide services and help to meet local needs.

The Town Council has recently undertaken a survey of what our community believes are the most pressing needs in the town, the results of which were wide ranging, and we believe this community centre will help in addressing those needs.

Burntwood Town Council has now purchased the former Methodist Church, and our objective is to create a Better Burntwood by working creatively and constructively with local residents and the community and voluntary sector. Undertaking substantial renovations to this building to turn it from a dated church building to a vibrant community centre which will serve the Burntwood community for many years to come.



Local Need for a Community Centre

Burntwood has lost a significant number of clubs, pubs and community venues over the years which had rooms available for hire, the majority of which were privately owned businesses. Most of these venues were located in Chase Terrace or nearby Chasetown, and the loss of these facilities has significantly affected the ability for local charities and community groups to operate in the north west area of Burntwood.

Chase Terrace Community Centre sits in the centre of this area, but will not face the same commercial challenges that private businesses have faced with the backing, support and expertise of the Town Council. Our hire rates will be affordable and in line or below other community venues in the local area, covering the building's costs. An additional feature that will make our Community Centre unique to the area is that it will be a non-religious building. Having a community space that is not affiliated to a church will ensure that all community groups and residents will feel welcomed, included and able to access the Centre.



Chase Terrace Community Centre



Hazelwood Club, currently for sale and at risk of closure



Closed venues

Closed Venues:

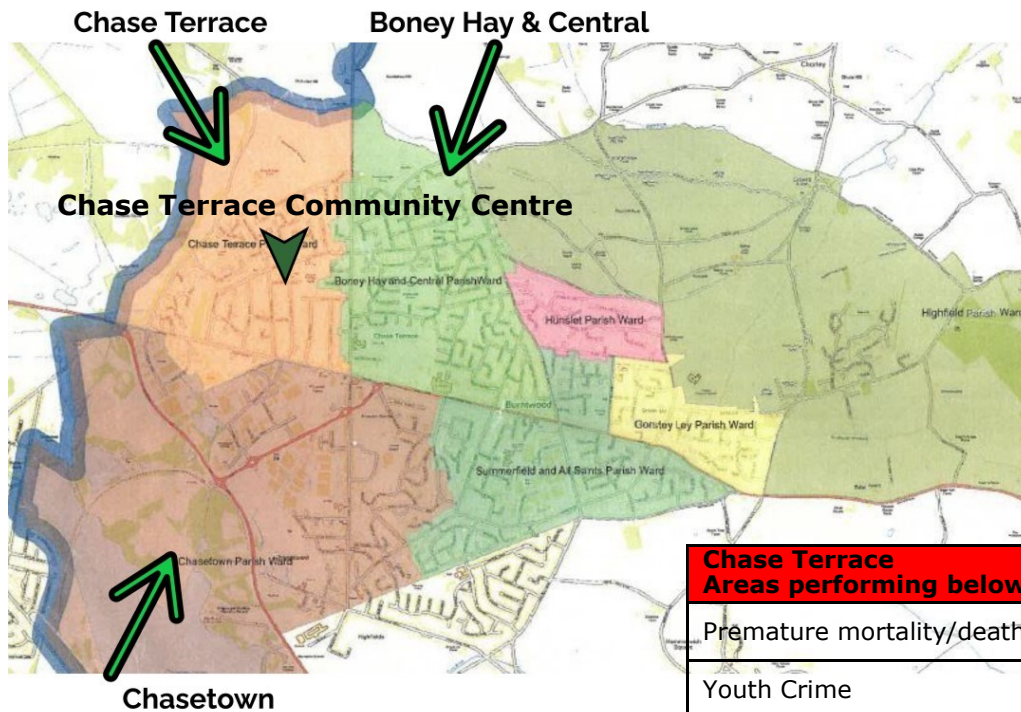
- Holly Grove Club
- New Plant Pub
- The Oak Pub
- Chasetown Sports and Social Club
- Spinney Lane Squash Club
- Brendewood Suite Community Room
- Bridgecross Working Men's Club
- 7's Nightclub
- Chase Terrace Methodist Church
- Cherry Close Youth Centre
- St John's Church Rooms



Local Need for a Community Centre

With the loss of many local venues, community groups, charities and service providers have had limited opportunity to offer much needed locally based services and activities.

Chase Terrace, along with the two neighbouring wards of Chasetown and Boney Hay & Central have some significant needs that are performing below the District average as identified in [Lichfield District Council's Social Progress Index](#). Working with local partners who are seeking community space to provide activities and services, Chase Terrace Community Centre will offer the chance to address many of these needs.



Boney Hay and Central Areas performing below district average
Premature mortality/death (per 1,000 pop)
Youth Crime
Access to basic knowledge
Health and wellness
Coronary heart disease mortality rate
Obesity among children in Year 6 (%)

Chase Terrace Areas performing below district average
Premature mortality/death (per 1,000 pop)
Youth Crime
Early Years Foundation Stage Profile percentage achieving a Good Level of Development
Health and wellness
Cancer mortality rate
Female life expectancy
Obesity among children in Year 6 (%)
Adults with learning disabilities in employment (%)

Chasetown Areas performing below district average
Fuel poverty (% of households)
Homelessness applications (per 1,000 households)
Housing benefits (per 1,000 households)
Personal safety
Crime rate (per 1,000 pop)
Domestic abuse (per 1,000 pop)
Access to basic knowledge
Health and wellness
Cancer mortality rate
Coronary heart disease mortality rate
Female life expectancy
Male life expectancy
Obesity among children in Year 6 (%)
Pension credit claimants (per 1,000 pop)
UC and JSA claimants (per 1,000 pop)
Adult social care payments (%)
Long term unemployment rate (%)
Population living alone
Access to Advanced Education

Our Mission, Aims and Objectives

Mission Statement: To create a vibrant, functional and affordable community space for the benefit of Burntwood residents.

Central Aims

Chase Terrace Community Centre will become a hub focused on creative, social, cultural, recreational, health, wellbeing, and learning activities and opportunities for local residents. The Centre will be a point of pride which will bring people together. It will be a vibrant, modern, inclusive and well used community facility providing rooms and activities to meet the needs of the area. The Centre will be financially sustainable through regular use, and provide high quality and diverse opportunities for its users. It will also provide opportunities for volunteering and support local people to develop new community based ventures. Burntwood Town Council place significant importance on co-creating with the community and partners with relevant expertise to provide services and address gaps, and the Community Centre will reflect the needs and wishes of the people it will serve.

Chase Terrace Community Centre will support local people to;

- Live happier, healthier lives
- Feel better connected to their community
- Develop new skills and make new connections
- Access services, advice and information
- Increase their personal aspirations

Objectives

- To ensure the Community Centre is regularly utilised by a diverse range of charities, community groups, organisations, businesses and individuals
- To create a fully accessible, inclusive and welcoming community space for all
- To increase the provision of local services, groups, information and advice, and inspire the formation of new community groups and social enterprises

Support needed

- Continue to develop new partnerships and strengthen existing partnerships to ensure continuing use of the facility
- A programme of renovation to convert the building from a dated church building, to a vibrant and non-religious space
- Governance from a committee of Burntwood Town Councillors and Officers



S.W.O.T - Strengths, Weaknesses, Opportunities,



Our Community Partners

Burntwood has a thriving voluntary, community and social enterprise sector. In addition to private hires, we expect many of our bookings will come from existing partners who have supported our bid to purchase and renovate this building, and have expressed interest in utilising the building for their own activities, events and services.

These include:

- ***Burntwood Be A Friend** — A mutual aid group with a focus on mental health and wellbeing, reducing loneliness and isolation and providing cost of living advice, information and support
- **Spark (Burntwood)** - Local charity providing pregnancy, baby, pre-school, parenting activities, groups, support and services
- **Fun Club Hub CIC** — A local CIC who run a Burntwood based youth club and undertake work in the local schools to support students with building confidence, address issues they may be facing and provide advice and information
- ***Cannock and District Foodbank** — Foodbank provider for Burntwood. Part of the Trussell Trust
- ***Lichfield Garrick Theatre** - Lichfield based theatre who have just entered into a partnership with Burntwood Town Council to deliver performing arts activities in the town
- **South Staffordshire Youth for Christ** — Supporting young people, especially the more disaffected ones
- ***BLAST (Burntwood & Lichfield Autism Support Together)** - Local charity providing support, information and guidance for parent carers, and activities for young people with autism
- ***SAAS (Staffordshire Adult Autistic Society)** - A local charity who provide peer support for autistic adults
- ***St John's C of E Church**—A near neighbour, with community use at full capacity

* See appendices for letters of support.

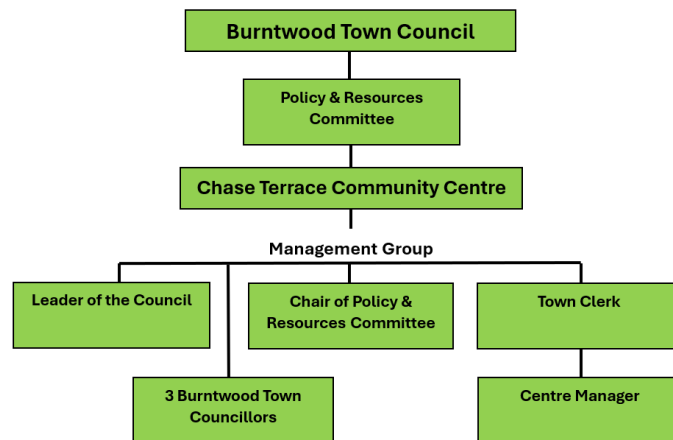


Structure - Our Team

Burntwood Town Council have three committees that oversee all aspects of Council business, and Chase Terrace Community Centre falls under the responsibility of Policy and Resources Committee.

Councillors will establish a separate and focused Management Group to oversee the running of the Centre, and this group will include the Leader of Burntwood Town Council, the Chair of Policy and Resources Committee, 3 additional Councillors and the Town Clerk. Between them there is not only a wealth of local knowledge, but also experience of managing companies, buildings and working with community partners. In addition to those directly involved in the Management Group, Burntwood Town Council have additional staff with expertise to assist in the ongoing management and development of the Community Centre.

Once the Community Centre is established and financially secure through regular bookings, BTC will explore the option of diversifying the Management Group by involving partners, users and residents to enable further community involvement and sense of ownership.



***Cllr Darren Ennis, Leader of the Council**

Managing Director of a successful business operating across the UK
Strong leadership skills in board governance, business development and project management
Comprehensive understanding of financial management principles

Cllr Sue Woodward, Chair of Policy & Resources

Local ward Councillor, Town and District Councils
Voluntary sector experience including as a former trustee of the building who led on previous redevelopment project
Strategic thinker, with an eye on detail to achieve outcomes

***Steve Lightfoot, Town Clerk**

15 years experience managing BTC's current building and resource centre
Staff line management
Funding and grant applications

Mark Jones, Senior Response & Repair Team Member

Qualified electrician, and qualified painter and decorator
Extensive experience of public building maintenance
Health and Safety, and risk assessments

Kat Horner, Community Development & Engagement Officer

Community development
Partnership working with third sector providers
Marketing and communications

*Full CVs included as appendices 18 and 19

Centre Manager

The Centre Manager role will be a new post advertised ahead of the opening of Chase Terrace Community Centre. The role will be line managed by the Town Clerk, and supported by the wider staff team at Burntwood Town Council. The rate of pay aims to be attractive and competitive given that it is a part-time post, and is SCP22 on the National Joint Council's (NJC) pay scale.



Burntwood Town Council

Job Description

Job Title: Centre Manager

Location: Chase Terrace Community Centre / Working from home

Hours: 8 hours per week

Salary/rate: £16.26 per hour

Terms: Permanent contract, flexible working

Closing date for application: TBC

About Burntwood Town Council:

Burntwood Town Council (BTC) are one of the largest parish councils in England with 22 Councillors who are elected every 4 years. It is a very active council with regular meetings supported by a range of committees.

BTC employ a small and very committed team and are looking for someone to manage our brand new Community Centre.

About the role:

Chase Terrace Community Centre (CTCC) is a newly opened venue owned and managed by BTC.

As the former Chase Terrace Methodist Church, the Town Council led a campaign to save the building for community use and purchased it in December 2023. Following renovations, we are excited to reopen the building for community use and are looking for a Centre Manager to support our vision for the building.

Our vision is to create a vibrant, functional, and affordable community space for the benefit of the residents of Burntwood. CTCC will offer residents the opportunity to access creative, social, cultural, recreational, health, wellbeing, and learning activities and services, and will provide a space for Burntwood's many charities and community groups.

Would you like to be first in a new role and make a real difference to the community? As Centre Manager you will lead and oversee the running of the Centre, manage bookings and work closely with BTC staff, Councillors and partners to ensure that CCTC is a well-run and welcoming facility for residents and users.

Main Duties and responsibilities:

1. Management of CTCC

- Ensure the effective running of the Centre for the benefit of residents and user groups.
- Ensure effective management of the Centre, including statutory inspections, building maintenance, cleaning, keyholders and procurement.
- Be responsible for health and safety and security in the Centre.
- Manage storage space and equipment use within the Centre.
- Liaise with all user groups and have accountability for the [bookings](#) diary and invoicing, working closely with the Office Administrator.
- Provide BTC Councillors with bi-monthly progress and finance reports.

2. Generate Income for CTCC

- Market the Centre to ensure the target rental revenue is achieved.

3. Engaging with the Community

- Liaise with Centre partners.
- Build relationships with new and existing user groups.
- Provide content for BTC's website and social media to promote the Centre.
- Develop partnerships with other organisations to deliver services and activities.

Person Specification:

The post holder will need to be self-reliant, [energetic](#) and able to prioritise activities. They will also need to be committed to community engagement and delivering our vision for CTCC.

1. Essential Experience:

- Event management and/or development of community activities.
- Managing services or buildings, including health and safety policies and procedures.
- Working in partnership, ideally in a community setting.

2. Essential Skills, Abilities and Attributes:

- Excellent communication skills.
- Committed to ensuring equality, [diversity](#) and inclusion.
- Able to work flexibly including some evenings and weekends.
- Approachable with a 'can do' attitude.
- Computer literate with proficiency in Microsoft Word and Excel.
- Able to work with Councillors and BTC staff to manage the Centre.
- Confident, [able](#) and willing to work on own initiative.
- Able to develop, maintain and standardise operating and filing systems.

3. Desirable Skills and Experience:

- Experience of working with the voluntary sector and statutory partnership in a community organisation.

Income Generation

Based on the assessment of the building, the needs of the community and the SWOT analysis , the objectives of this business plan are below. Our long-term aim is to develop our income flows so that we are able to ensure full responsibility for the building and all of its associated costs.



Maximise Rental Income

- Develop attractive and functional community spaces and introduce tiered, reasonable and competitive pricing (Business/Community/Resident).
- Increase revenue by including "added value" products e.g. extra for kitchen - increasing the income per hire.
- Capital investment to improve facility and make it more energy efficient to reduce running costs.
- Marketing plan and training and recruitment of new skills (staff & Councillors).
- Explore business sponsorship opportunities.

Raise Profile and Visibility

- New brand & building re-launch and opening event.
- Marketing plan: What's on print, E-news, specific page on BTC's website, regular promotion on social media and other digital platforms.
- Sharing positive stories and requesting and sharing reviews.
- Strong voices and representation at relevant events, networking etc. to promote the facility.

Utilise In-house Expertise

- Employ an experienced Centre Manager to promote the venue and build new as well as existing partnerships.
- Response and Repair Team members will oversee the day to day maintenance of the building reducing the need to employ contractors and the cost of minor repairs and maintenance.

Community Projects and Partnerships

- Introduce an activities programme including ticketed events, community nights, and screenings.
- Develop new consultancy offer (community centre retention/ownership expertise etc) to pay back into more community led work.
- Fundraising with and for new partnerships and projects.
- Working with other groups and venues.
- Develop relationships, sharing learning and growing influence.

Our Budgets

Income Summary: - *(Full breakdown available on page 14)*

With the main income being from the hire of the building and rooms we will be basing on the following assumptions. 2 rooms, Main Hall at £20 per session, Side Room £15 per session and extra to hire/use Kitchen £10 per session (Only one hirer per session for kitchen). Rates for 1 off Rents are a increased rate, Main Hall at £30 per session, Side Room £20 per session and extra to hire/use Kitchen £15 per session.

Sessions work on Morning (9.00am till 1am), Afternoon (1.30am - 5.30pm) and Evening (6.00pm till 11). Hire of whole building 10% discount per session (Both Rooms and Kitchen)

Maximum Income Assumptions

2024 - (Only 6 Months) Assumption of 25% of sessions through partners usage & 5% Usage through One Off Rents	- Income £5833.13
2025 - (340 Days) Assumption of 40% of sessions through partners usage & 7% Usage through One Off Rents	- Income £18177.68
2026 - (340 Days) Assumption of 45% of sessions through partners usage & 9% Usage through One Off Rents	- Income £25417.13
2027 - (340 Days) Assumption of 50% of sessions through partners usage & 11% Usage through One Off Rents	- Income £26156.63
2028 - (340 Days) Assumption of 50% of sessions through partners usage & 13 % Usage through One Off Rents	- Income £29109.53

Also assumption we close 15 Days is after year for maintenance) do figures based on 340 Days. There a assumption of a yearly increase to rates of 6%.

Expenditure assumptions: - *(Full breakdown available on page 15)*

Staffing	- Centre Manager on a flexi time contract at 8 hours a week (see Job Description, pg11) at £16.26 per Hour. Cleaner 3 Times a week for 1 hour at £11.79 per hour.
Maintenance	- Ongoing maintenance of the building will be done in house and this budget line is for the cost of materials and items that are serviced (CCTV & Fire systems). These figures are based on costings in our current building.
Branding/Advertising	- This budget line is higher in year 1 to cover branding, signage and promotion, and will decrease in subsequent years. Marketing will then be undertaken by our Centre Manager and many bookings will come as the Centre's profile increases.
Legal & Audit	- Costing based on what we pay at the Old Mining College (BTC's office building and resource centre).
Equipment	- This budget line is to replace any faulty or broken items as and when required.
Licences & Training	- Costing based on what we pay at the Old Mining College.

Surplus/Deficit

The first 12 months from June '24 will show a loss on the Centre as an expected result of still establishing the Community Centre and beginning to raise the Centre's profile. Once established, the building will become self sustaining, with funds for further investment.

	Total Income	£ 5833.13	£ 18177.68	£ 25417.13	£ 26156.63	£ 29109.53
	Total Expenditure	£ 13064.00	£ 19051.01	£ 19652.41	£ 20314.89	£ 21708.78
All figures exclude VAT.	Surplus/Deficit	-£ 7230.87	-£ 873.33	£ 5764.72	£ 5841.74	£ 7400.75

Centre Income

The Centre's income will derive from the hire of the building. There will be different rates for partners who use the building regularly and one off hires, and for morning, afternoon and evening sessions.

There will be options to hire the main hall, meeting room and kitchen, or the entire building, and rates will increase annually.

We predict an increased growth in occupancy as the Centre's reputation and visibility grows locally.

While we don't expect the building to cover all of its costs straight away, BTC will cover any deficit while the Centre builds its income and regular bookings.

Maximum Income Assumptions

2024 - (Only 6 Months) Assumption of 25% of sessions through partners usage & 5% Usage through One Off Rents - Income £5833.13

2025 - (340 Days) Assumption of 40% of sessions through partners usage & 7% Usage through One Off Rents - Income £18177.68

2026 - (340 Days) Assumption of 45% of sessions through partners usage & 9% Usage through One Off Rents - Income £25417.13

2027 - (340 Days) Assumption of 50% of sessions through partners usage & 11% Usage through One Off Rents - Income £26156.63

2028 - (340 Days) Assumption of 50% of sessions through partners usage & 13 % Usage through One Off Rents - Income £29109.53

Also assumption we close 15 Days is after year for maintenance) do figures based on 340 Days. There a assumption of a yearly increase to rates of 6%.



<u>Annual Year</u>	2024	2025	2026	2027	2028
<u>Income</u>	Budget	Budget	Budget	Budget	Budget
Partnership Rent	£ 4,462.50	£ 16,116.00	£ 22,582.80	£ 22,440.00	£ 24,352.50
One off Rents	£ 1,370.63	£ 2,061.68	£ 2,834.33	£ 3,716.63	£ 4,757.03
Total	£ 5,833.13	£ 18,177.68	£ 25,417.13	£ 26,156.63	£ 29,109.53

See appendix 20 for full break-down of costs.

All figures exclude VAT.

Centre Expenditure

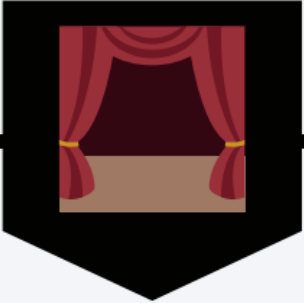
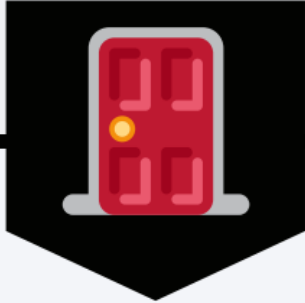
The Centre's main expenditure will come from the costs associated with employing a Centre Manager. This position will be a permanent post, working 8 hours per week flexibly to suit the needs of the Centre (full information available on the Centre Manager Job Description, pg11). In addition we will recruit a cleaner three times a week for an hour each day who will be paid £11.79 per hour.

The ongoing maintenance costs of the building will be managed in house by BTC's existing and experienced Response and Repair team members. BTC will cover any deficit while the Centre's income grows.

Annual Year	2024	2025	2026	2027	2028
	Budget	Budget	Budget	Budget	Budget
Centre Manager	£ 3,328.00	£ 7,055.36	£ 7,478.68	£ 7,927.40	£ 8,403.05
Cleaner	£ 936.00	£ 1,984.32	£ 2,103.38	£ 2,229.58	£ 2,363.36
Building Maintenance	£ -	£ 833.33	£ 883.33	£ 936.33	£ 992.51
Rates & Insurance	£ 3,300.00	£ 3,498.00	£ 3,707.88	£ 3,930.35	£ 4,166.17
Advertising Budget	£ 2,500.00	£ 2,083.33	£ 1,666.67	£ 1,250.00	£ 1,500.00
Legal & Audit	£ 833.33	£ 883.33	£ 936.33	£ 992.51	£ 1,052.06
Equipment	£ -	£ 416.67	£ 441.67	£ 468.17	£ 496.26
Bank Charges	£ 500.00	£ 530.00	£ 561.80	£ 595.51	£ 631.24
Bad Debt	£ -	£ -	£ -	£ -	£ -
Licences & Training	£ 833.33	£ 883.33	£ 936.33	£ 992.51	£ 1,052.06
Depreciation	£ 833.33	£ 883.33	£ 936.33	£ 992.51	£ 1,052.06
Total Expenditure	£ 13,064.00	£ 19,051.01	£ 19,652.41	£ 20,314.89	£ 21,708.78

Capital Projects for Chase Terrace Community Centre

Our aspiration is to modernise and protect the Centre for future generations. We are applying for funds to cover the redevelopment of the Main Hall, Small community room, kitchen and office formation, and to make upgrades to ensure the building is energy efficient including new lights and solar panels which will reduce running costs.

				
Main Hall	Community Room	Kitchen	General	Courtyard and Exterior
Plastering, flooring and painting throughout. Windows to be replaced. Changing front access to building making it more accessible. New multi use furniture and equipment throughout, changing the space from a Church to a community centre.	Plastering, flooring and painting throughout. Windows to be replaced. Construct a stud partition in the community room to create a self contained office. New multi use furniture and equipment throughout, changing the space from a Church to a community centre.	Plastering, flooring and painting through out. Modernise and replace equipment, white goods and general kitchen utilities. Widen small serving hatch between kitchen and small community room to a large opening enabling the space to be utilised as a café if required.	Install high speed Wifi, IT equipment, LED lighting and energy efficient radiators throughout. Electrics throughout including new fuse boards. Installation of emergency pull cord in disabled toilet. Installation of up to date safety equipment including fire extinguishers, smoke detectors and CCTV.	Building extension (see page 18 for full details). Solar Panels on roof. General maintenance to brick work, roof and fencing. Change entrance doors including automatic door to improve disability access. Creation of raised flower beds and planting scheme. Cleaning and remarking of carpark.

The above works have been included after consultation and advice received from Stretton Construction who specialise in this type of work and previously completed the refurbishment of the Old Mining College on behalf of Burntwood Town Council. Full quotations for all works and equipment can be found in appendices 12 — 15.

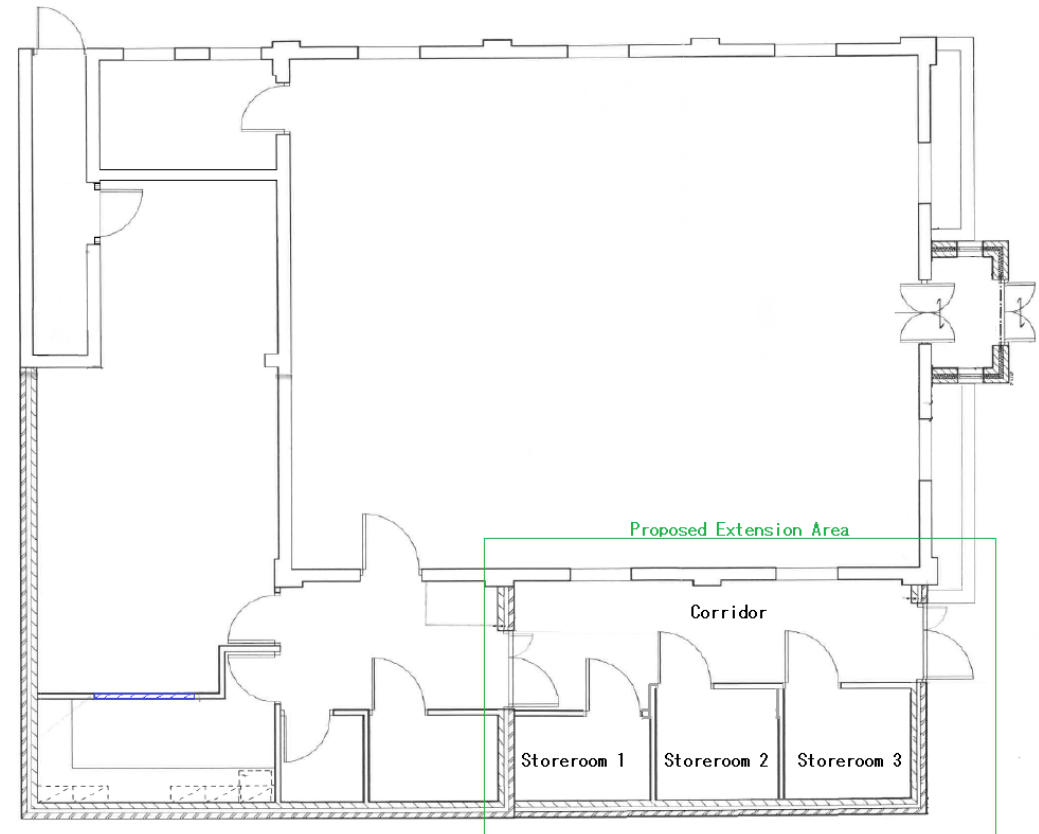
Only works that are required to ensure the longevity or safety, or to improve the function, energy efficiency and accessibility of the building have been included. Items not requiring work include the boiler, toilets, car park resurfacing and replacement of roof.

Building Extension

In addition to the renovation works to the existing building, we propose to add a small extension to the Centre which will be key to the functionality of the building. This extension will add much needed storage space which the building currently lacks. Three storage rooms will be built for the secure, on-site keeping of specialist equipment, furniture and equipment belonging to regular users of the building.

Building any kind of storage within the existing building will greatly reduce room size and therefore impact the use and capacity of the Main Hall and Community Room. There are also practical limitations, with the large windows in the Main Hall reducing the ability to build storage in that room.

We have received encouragement from Lichfield District Council's Planning Department for the proposed extension (see appendix 16).



Full costings of project

Burntwood Town Council have sought preliminary quotations for the full works required to redevelop our building into a vibrant and welcoming Community Centre.

Our Financial Regulations state that we are obliged to seek a minimum of three quotations which will enable us to obtain the best value for the work required. The below costings set out what we believe is the funding required to complete this project in full.

The Council's Financial Regulations permit the Council to enter into contractual arrangements with building contractors, and sets out the terms under which contracts can be offered. The figures below have been rounded up to the nearest whole pound in line with the COF application.

Full Capital Project Costings	
Building Refurbishment	£143,580
Building Extension	£66,400
CCTV	£1,270
Furniture	£4,086
Equipment	£1,497
Contingency	£8,333
Total (Ex. VAT):	£225,166
Burntwood Town Council contribution of 20%	£45,035
Total requested funding:	£180,131

On 18/01/2024, Burntwood Town Council members agreed in principle to the following. The full Committee meeting minutes can be found [here](#).

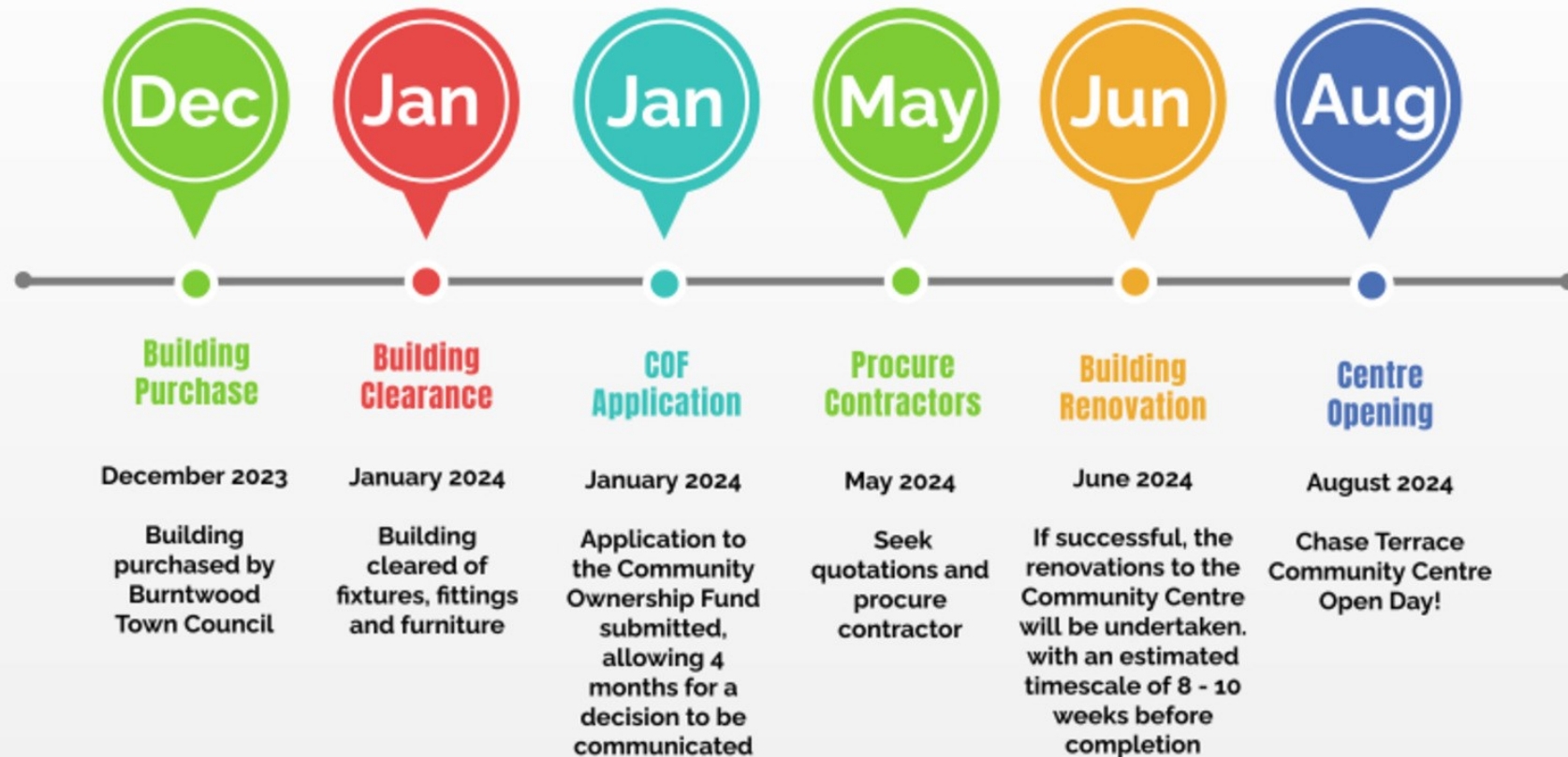
RESOLVED That

- (a) the Town Clerk be authorised to continue essential work as required to bring the building up to the necessary standard for re-opening, in consultation with the Leader and Chair of the Policy and Resources Committee and that a budget of £5,000 be established to fund any necessary work.
- (b) the Committee, in principle, agrees to fund the 20% maximum of the refurbishment costs. This to be reviewed once the bid has been submitted and costings are known.
- (c) if unsuccessful, the refurbishment works be funded from the Earmarked Reserves for Town Strategy to a maximum of £40,000.



Project Timeline

Community Centre Renovation



Project Timeline

Building Extension



Contact Us

Burntwood Town Council
The Old Mining College Centre
Queen Street
Chasetown
Burntwood
WS7 4QH

Tel: 01543 677166

<https://www.burntwood-tc.gov.uk/>



Project Leads

Town Clerk

Steve Lightfoot

Email:

steve.lightfoot@burntwood-tc.gov.uk

Mobile: 07376 622237



Community Development and Engagement Officer

Kat Horner

Email:

kat.horner@burntwood-tc.gov.uk



Leader of the Council

Darren Ennis

Email:

darren.ennis@burntwood-tc.gov.uk

Mobile: 07713 831030



Chair of Policy and Resources Committee

Sue Woodward

Email:

susan.woodward@burntwood-tc.gov.uk



Supporting Information

- [Save the Chase Terrace Methodist Church for community use](#)

Change.org online petition set up to seek support in saving the former Church building as a community venue. Signatures were also taken on hard copies of the petition, totaling just under 1,000 residents supporting the initial campaign.

- [Lichfield District Council's Social Progress Index](#)

Drawing together a range of data sets to better understand wellbeing across Lichfield District.

Appendices

1. Letter of support: Sir Michael Fabricant, MP for Lichfield
2. Letter of support: St John's Community Church
3. Email of support: BLAST (Burntwood & Lichfield Autism Support Together)
4. Email of support: Cannock and District Foodbank
5. Letter of support: Burntwood Be A Friend
6. Emails of support: County Councillor's Tom Loughbrough-Rudd and Richard Cox, Staffordshire County Council
7. Email of support: Simon Fletcher, Chief Executive, Lichfield District Council
8. Letter of support: Lichfield Garrick Theatre
9. Email of support: PCSE Chelsea Humphreys, Staffordshire Police
10. Email of support: Staffordshire Adults Autism Society
11. Letter of support: Rod Lewis, Former Pastor at Emmanuel New Life Church
12. Quotation: Stretton Construction Ltd — Full building works and building extension
13. Quotation: Law Security — CCTV
14. Quotation: Costcutters — Furniture
15. Quotations: Office equipment, kitchen equipment and security
16. Email: Planning — Extension to the Centre
17. Building Condition Report
18. CV — Steve Lightfoot, Town Clerk
19. CV — Cllr Darren Ennis, Leader of the Council
20. Centre Income

Appendix 1

Letter of support from Sir Michael
Fabricant, MP for Lichfield



Michael Fabricant MP

House of Commons
Westminster
London
SW1A 0AA

Department for Levelling Up, Housing
and Communities,
London

4th October, 2023

Dear Sirs

I am writing in support of Burntwood Town Council's application for funding to purchase and refurbish the former Chase Terrace Methodist Church.

I understand that the plans for the building include housing Spark (a community based family centre), the local foodbank and the Autism Support Charity, BLAST. A petition in favour has been signed by over 1,000 local people.

I would, therefore, be grateful if favourable consideration could be given to this application.

Yours faithfully,

A handwritten signature in blue ink that reads "Michael Fabricant". The signature is written in a cursive style with a horizontal line underneath the name.

Appendix 2

Letter of support from Revd Matt Wallace, St John's Community Church



St John's Community Church
High Street, Chase Terrace,
Burntwood, Staffordshire, WS7 1LR
www.stjohnscommunitychurch.org.uk
01543 670078

24th January 2024

Dear Cllr Woodward,

I've been really pleased to see the great progress made in acquiring the former Chase Terrace Methodist Church to become the new Chase Terrace Community Centre.

The purchase is a real credit to the vision shown by yourself, Cllr Ennis, and Burntwood Town Council as a whole in recognising the opportunity to acquire the building and grounds as a community facility. It's been really encouraging to see the strong local partnerships that have developed during the course of the negotiations and purchase – partnerships which demonstrate the value of different groups working together to achieve a mutually-beneficial aim. Well done indeed!

It's great as well to have a well-known and well-loved local church building being saved for future generations in this way. With relatively few shared community spaces available for public use in our town, I'm in no doubt that having such an asset within walking distance of so many folks will prove to make it a much-valued, and therefore incredibly successful, venture. With significant car parking being available, and with Chase Terrace Park being accessible without crossing a road, I can foresee the building being in popular demand for community group use for many years to come.

In relation to this, can I take this opportunity to reaffirm our commitment to supporting Burntwood Town Council in promoting the new Community Centre. I'd also like to reiterate our previous conversations, where we would like to be considered as a potential hirer of the building on Sunday mornings for some of our children's groups, please.

More generally, our own church building is really now at capacity for regular weekly hires, so having the opportunity to signpost groups to the new Community Centre will be really helpful in terms of accommodating requests. Our experience shows that there is clearly a local need/demand for hireable spaces, so the sooner the Community Centre can be adapted and up and running as a community asset, the better!

All the best to you and all those involved with the development of this exciting project, and on behalf of all at St John's Community Church, we very much look forward to both seeing the fruit of all your hard work and working in partnership with you in the future.

Kind regards,

Revd Matt Wallace
Vicar – St John's Community Church, Chase Terrace & Boney Hay

Appendix 3

Email of support from Jill Hart-Sanderson, Founder of BLAST Autism Support

From: BLAST Autism Support Together <blast.staffs@gmail.com>
Sent: Thursday, October 5, 2023 3:56 PM
To: Kat Horner <kat.horner@burntwood-tc.gov.uk>
Cc: Susan Woodward <susanwdwrd@gmail.com>; Steve Lightfoot <steve.lightfoot@burntwood-tc.gov.uk>
Subject: Re: Chase Terrace Methodist Church

Hi Kat

As you know BLAST really needs a venue in order for us to support local autistic families. We have been activity looking for somewhere to have an office and storage a well as a place for service delivery - to hold our support meetings and workshops for autistic children as well as their parent/carers . At the moment we try to hire rooms to do this but it is very difficult to do all we want to do, as we are very restricted to the days/times we can meet. We would love to offer drop in sessions that are desperately needed in the area as well as more workshops and support sessions. As discussed with Steve we would also like to support autistic young people in being actively involved by providing work experience supporting other community groups which may then lead to employment.

We have a short video which we would like to share with you which explains why BLAST needs a home.

Best wishes
Jill

Appendix 4

Email of support from Linda Hood,
Trussell Trust volunteer and or-
ganizer of Burntwood Foodbank
(Cannock and District Foodbank)

From: Linda Hood <linda_hoodburntwood@hotmail.co.uk>
Sent: Tuesday, October 10, 2023 4:10 PM
To: Kat Horner <kat.horner@burntwood-tc.gov.uk>
Subject: Re: Chase Terrace Methodist Church

re Community use of the former Chase Terrace Methodist Church

As a representative of the local foodbank (part of Cannock & District Foodbank) I wholeheartedly support the plan to use the premises as a centre for community use.

Many of the foodbank's clients live in Chase Terrace, and it may be possible to set up an outreach post in the premises to enable people to more easily access the service - many do not have transport, and it would help them if it were more local to their homes. We also seek to signpost clients to other services, to help with getting advice on benefits, housing and energy queries, for example, but currently we do not have a suitable space for talking privately with people, so it might be possible to do this within those premises and therefore offer a better service to those in need.

I can foresee the former church being a great asset to many local people, as I know it could host a Warmer Welcome session, coffee mornings etc. I look forward to its development!

Linda

Appendix 5

Letter of support from Daniella
Parker, Charity Manager,
Burntwood Be A Friend (BBAF)



Burntwood Be A Friend

St Annes Church

Church Street

Chasetown

Burntwood

WS7 3QL

To Whom It May Concern,

I am pleased to be writing a letter in support of the proposal to refurbish Chase Terrace Methodist Church being submitted by Burntwood Town Council. We strongly support this grant application.

As an organisation whose mission is to relieve socio-economic deprivation and promote emotional and mental wellbeing, we are desperate for a suitable location within Burntwood where we can hold classes and gatherings. We have been looking for a venue that is easily accessible and can provide enough space for us to be able to hold cooking and budgeting classes.

If Burntwood town council could provide this within the Methodist Church, it is something that would enable us to move forwards with our plans and in turn, help the people of Burntwood.

Kind Regards

Daniella Parker

Burntwood Be A Friend Charity Manager

Appendix 6

Emails of support from Burntwood
County Councillor's Richard Cox
and Tom Loughbrough-Rudd

Staffordshire County Council

From: Loughbrough-Rudd, Tom (County Cllr)
<Tom.Loughbrough-Rudd@staffordshire.gov.uk>
Sent: Thursday, January 18, 2024 5:47 PM
To: Kat Horner <kat.horner@burntwood-tc.gov.uk>
Subject: Church

To whom it may concern

Chase Terrace Methodist Church is close to the centre of Chase Terrace and not too far from Sankey's corner, a central part of my own division of Burntwood North. As an asset the church is invaluable with wonderful facilities, situated close to a park with both bus links and accessible parking. I wholeheartedly support Burntwood Town Council's purchase of the building as I believe it can provide a central community hub in an area which historically was very dependent on mining. There are opportunities here for groups, activities and projects ranging from the very young to the elderly and everyone in between. Refurbishing the building would allow it to be more environmentally friendly whilst also seeking to maximise the full potential of the church and enable the town council to grow a facility that will be much treasured.

Regards

Cllr Tom Loughbrough Rudd

From: Cox, Richard (County Cllr) <richard.cox@staffordshire.gov.uk>
Sent: Thursday, January 18, 2024 1:52 PM
To: Kat Horner <kat.horner@burntwood-tc.gov.uk>
Cc: Darren Ennis <darren.ennis@burntwood-tc.gov.uk>
Subject: Chase Terrace Community Centre

Dear Kat,

Re: Chase Terrace Community Centre

Please be informed I fully support the need for this much needed community building, Chase Terrace Community Centre. There are never enough community spaces available and this is a golden opportunity to help fill the gap in providing a building for the community, that can be used by local voluntary groups etc, who often find it so difficult to find availability for their activities.

Therefore, I am happy to fully support Chase Terrace Community Centre, to become a flourishing community asset for the benefit of the community.

Best regards

Richard E Cox



Richard E Cox – Vice Chairman: Overview Health & Care Overview & Scrutiny Committee

County Councillor for Lichfield Rural West Division, covering Armitage with Handsacre, Blithbury, Colton, Curborough, Chorley, Elmhurst, Farewell, Gentleshaw, Hanch, Hawksyard, Hamstall Ridware, Hill Ridware, Mavesyn Ridware, Nethertown, Pipe Ridware, Kings Bromley, Longdon, Upper Longdon, Longdon Green and St. Matthews (Burntwood)

Tel: **07904 559433**

Email: richard.cox@staffordshire.gov.uk

www.staffordshire.gov.uk

Appendix 7

Email of support from Simon Fletcher,
Chief Executive of Lichfield District
Council

From: Simon Fletcher <Simon.Fletcher@lichfielddc.gov.uk>
Sent: 31 January 2024 07:42
To: Darren@haywoodscontracts.co.uk
Subject: Re: Letter of Support

Morning Darren,

Thanks for the email. Please accept this response as my confirmation of LDC's support to the funding application you are making.

My view is the community resource Burntwood Town Council is seeking to create will make a significant, positive difference to our residents. The Town Council's commitment to this project, putting up its own money to secure the asset, is to be commended.

I hope you are successful in your bid and that the additional money will help you turn the building into an asset that can be enjoyed by individuals, community groups and organisations for many years to come.

BR

Simon

Simon Fletcher (He/Him)

Chief Executive

t: 01543 308001 | **m:** 07961 202055



Appendix 8

Letter of support from the Lichfield Garrick Theatre



To Whom it May Concern,

We are writing this letter in support of Burntwood Town Council's recent acquisition of a building to be converted into a Community Centre. The Lichfield Garrick Theatre is enthused by the potential that such a building offers, and as The Lichfield Garrick begins working in partnership with Burntwood Town Council on a new program of cultural activity, the use and development of this space will be vital. One of the key barriers we are facing in the launching of new cultural activities in Burntwood is the lack of spaces suitable for performing arts activities or where spaces are available, it can be at significant cost. Whilst there are Church halls available to hire, the partnership is keen to reach Burntwood residents from all walks of life, including those who may find being in a religious setting uncomfortable. The development of this Community Centre could prove the difference between a well-intentioned, but slow to develop cultural program, or a dynamic, impactful, and, most importantly, sustainable year-round program, with a Community Centre providing a place from which to work from, a place to host cultural activity for various groups, and a recognisable, physical presence in the town; which over time can prove the physical link between various disparate community groups.

In summation, the partnership to build a regular, sustainable cultural program for the Burntwood area will be able to make a much more significant and sustainable impact with a fully developed Community Centre.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Buckroyd".

Daniel Buckroyd
*Artistic Director
and CEO*

A handwritten signature in black ink, appearing to read "Matthew Clay".

Matthew Clay
*Director of
Development*

A handwritten signature in black ink, appearing to read "Jonny McClean".

Jonny McClean
*Head of Community
Engagement*

Appendix 9

Email of support from PCSO Chelsea
Humphreys, Staffordshire Police

From: Chelsea Humphreys <Chelsea.Humphreys@staffordshire.police.uk>
Sent: Sunday, January 21, 2024 8:20 AM
To: Kat Horner <kat.horner@burntwood-tc.gov.uk>
Subject: Methodist Church

Good morning Kat,

I'm just sending an email with regards to the Methodist Church on Princess Street of turning it into a community centre. I just want to say I believe this is a great addition for the residents and I believe a number of residents will find this useful specially with groups that the public are able to attend , for example warmer welcome etc.

It would also benefits ourselves in regards to using a different location for drop in's that we arrange. This would allow members of the public who are unable to attend other locations to attend this one instead. I am also aware there are a few issues within Princess Street parking issues etc which would bring the issues down if residents/members of the public know that we are in the area.

Let me know if you need anything from myself at all or if there is anything we can help with for the community centre.

Thank you

PCSO 25559 Chelsea Humphreys

Appendix 10

Email of support from Ashley
Keay, CEO of Staffordshire Adults
Autism Society (SAAS)

From: Ashley Keay <ashley.keay@saascharity.org>
Sent: Friday, January 19, 2024 12:31 PM
To: Susan Woodward <susan.woodward@burntwood-tc.gov.uk>
Subject: RE: Chase Terrace Community Centre - Next Steps

Hi Susan

We are a charity that runs support programs across Staffordshire for adults on the Autistic spectrum and having access to this facility would help us to support the community in Burntwood. We could use the Facility to run a social club for the community of Burntwood.

We have people we support currently from Burntwood but currently they have to travel to Lichfield to access support, there are others who we are limited in how we can support them as they do not feel comfortable or are unable to travel outside of the area they live in. Access to a facility in Burntwood would allow us to better support this community.

Many thanks

Ashley Keay
Chief Executive Officer
Staffordshire Adults Autism Society

Appendix 11

Letter of support from Rod Lewis,
Former Pastor of Emmanuel New
Life Church

38 Aldenhurst
Burntwood
Staffordshire
WS7 2BQ

10th Jan 2024

Re: the purchase of the Methodist Church building, Princess Street, Chase Terrace

I am delighted that the vision of Councillor Sue Woodward and others, and the commitment of Burntwood Town Council, have led to the acquisition of the former Methodist Church as a community hub for the people of Burntwood.

As the former pastor of Emmanuel New Life Church, Chase Terrace for 48 years, I have seen first-hand the needs of the local community. I know that there is a lack of provision for young people, and hope that this new centre will enable a meeting space for them. In addition, I am aware that many local residents have needed to use the Foodbank, and this new community space may allow something to be provided closer to where people live, to better meet their needs.

My heart has always been to serve our local community, and that is why I am delighted to see the possibility of a hub of help and hope for many people. Congratulations to everyone involved in making this possible.

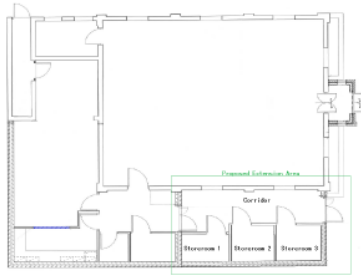


Rod Lewis
Formerly Pastor, Emmanuel New Life Church (retired)

Appendix 12

Quotation: Stretton Construction Ltd — Full building works and building extension.

£209,980 (ex VAT)

		Reference:	SCL-1297			
		Date:	18.1.23			
		Client / Customer:	Burntwood Town Council			
		Contract:	Chase Terrace Methodist Church, Princess Street, Burntwood, WS71NN			
ID	DESCRIPTION	QTY	UNIT	RATE	TOTAL	
	Prelims				-	
	Full Design and Build, inc Building Regulation Drawings, Planning application and Building Control Fees	1	No.	4,800.00	4,800.00	
	Extension					
	Build new extension with flat roof on to side of building to form Store Rooms, Side Entrance and Corridor (Provisional sum) Includes for full site and contract management.	28	M2	2,200.00	61,600.00	
	Provisional Plan - Full plans done following order					
						
	All prices are estimates not a fixed or final price				-	
Originated By:		S Stretton	Date:	18.1.23	Estimated Value Excluding VAT	£66,400.00

		Reference:	SCL-1294			
		Date:	18.1.23			
		Client / Customer:	Burntwood Town Council			
		Contract:	Chase Terrace Methodist Church, Princess Street, Burntwood, WS71NN			
ID	DESCRIPTION	QTY	UNIT	RATE	TOTAL	
	Prelims				-	
	Site Manager Provision of RAMs Inductions Hire of Skio Decorating	1	No.	14,300.00	14,300.00	
	To carry out complete redecoration of entire inside of building provision made for all materials and labour and access equipment to high level vaulted ceiling	1	No.	13,500.00	13,500.00	
	External Windows and Doors					
	Install the following all old to be removed and disposed of; 4x Commercial Aluminium doors (1 with auto open wheel chair Access) 12 x Arched White pvc double glazed windows 1 x White window	1	No.	22,815.00	22,815.00	
	Flooring					
	Install all new flooring (Provisional Sum)	167	m2	95.00	15,865.00	
	Plumbing					
	Remove and install all new Radiators Plumbing work as necessary to new kitchen.	1	No.	6,400.00	6,400.00	
	Electrical					
	Carry out full rewire install all new fuseboards all lighting to be upgraded to LED Install 3x Ubiquiti WiFi access points	1	No.	14,700.00	14,700.00	
	Kitchen					
	Strip out and removal all existing Kitchen Supply and fit new Kitchen to same layout	1	No.	9,800.00	9,800.00	
	Other Works					
	Build approx 3m of Studwork 2.5 height insulated and plastered Increase hatch size to kitchen area and build box section for roller shutter Provide roller shutter for kitchen hatch Form cupboard on back entrance corridor Plaster Repairs throughout where necessary Maintenance to brickwork where required Cleaning and remarking of carpark Repairs to slate roof where necessary Repairs to fencing	1	No.	32,300.00	32,300.00	
	Solar panels					
	Solax 6kw hybrid inverter 1x 5.8 kw Solax battery 18 x 425w All black Panels 18x Tigo optimizers Scaffold Bird protection	1	No.	13,900.00	13,900.00	
	All prices are estimates not a fixed or final price				-	
Originated By:		S Stretton	Date:	18.1.23	Estimated Value Excluding VAT	£143,580.00

Appendix 13

Quotation: Law Security — CCTV.

£1,270.00 (ex VAT)

Proposal

Law Security Systems Ltd

202 Greenheath Road,
Hednesford,
Staffs.
WS12 4AZ
01543 683036
07590 046701

Date: 12/01/2024
Proposal No.: 12000

C/O Burntwood Town Council
Chase Terrace Community Building
Princess Street
Chase Terrace
WS7 1JH

Qty	Description	Unit Price	Total
1	Installation of alarm system for new unit.	£1,140.00	£1,140.00
1	1st 12 months connection to HKC Cloud to facilitate operation of signals between Alarm Control Panel and phone app.	£130.00	£130.00

Subtotal £1,270.00
VAT(20%) £254.00
Total £1,524.00

Bank Details. Sort code: 53-70-15 Account No: 73813451

VAT No: 208 5410 31

Terms: Strictly 30 Days.

Appendix 14

Quotation: Costcutters — Furniture

£4,086.15 (ex VAT)

Cost Cutters UK
2 Crompton Court
Altwood Road, Burntwood Business Park, Burntwood
WS7 3GG
T 0333 344 3370
VAT Reg No. 936796759 Co. Reg. 06617832
sales@costcuttersuk.com
www.costcuttersuk.com



Quote

QU-037462

CUSTOMER				SHIP TO			
Chase Terrace Methodist Church High Street Burntwood Staffordshire WS7 1LR United Kingdom				Chase Terrace Methodist Church High Street Burntwood Staffordshire WS7 1LR United Kingdom			
Quote Date	19/01/2024	PO Code	Q				
Due Date	19/01/2024	Currency	GBP	Shipping Method	Standard Delivery Charge		

Item Name	Qty	UM	Item Description	VAT	Sales Price	Disc	Net Price	Total
MFC- Black	120.00	EACH	Mogo Classic Lightweight Folding Chair- Black	356.16	14.84	.00	14.84	1,780.80
MCT168	1.00	EACH	Mogo Folding Chair Trolley, up to 168 Chairs	94.31	471.53	.00	471.53	471.53
EFT626	6.00	EACH	Mogo Basic White Plastic Folding Trestle Table - 1830 x 760mm	74.34	61.95	.00	61.95	371.70
EFT34	8.00	EACH	Mogo Basic White Plastic Folding Trestle Table - 860 x 860mm	67.42	42.14	.00	42.14	337.12
R21400B	4.00	EACH	Universal double door cupboard 2140mm high with 5 shelves - beech	168.00	210.00	.00	210.00	840.00
SBK212B	1.00	EACH	Maestro 25 straight desk 1200mm x 800mm with black cantilever frame and 2 drawer pedestal - beech	37.00	185.00	.00	185.00	185.00
V100-00-K	1.00	EACH	Vantage 100 2 lever PCB operators chair with no arms - black	11.00	55.00	.00	55.00	55.00

Sub Total	4,041.15
Freight	45.00
Other	.00
Total VAT	817.23
Due Total	4,903.38
Credits	.00
Payments	.00
Balance	4,903.38

Appendix 15

Quotations: Office equipment, kitchen equipment and security.

£1,496.65 (ex VAT)

Additional Equipment:

Office

Laptop

[Acer Aspire 3](#) - £479.00

Printer

[HP Inkjet Printer](#) - £109.00

Kitchen

Water Heater

[Manual Fill Water Heater](#) - £104.99

Dishwasher

[Hoover Dishwasher](#) - £380.00

Cooker

[Beko Electric Cooker](#) - £349.00

[Cooker Hood](#) - £129.00

Microwave

[Sharpe 23 Litre – £85.00](#)

Key Safe and Storage

[Master lock select access smart weatherproof bluetooth key box](#) - £159.99

Appendix 16

Planning — Extension to the Centre.

Lichfield District Council.

Darren@haywoodscontracts.co.uk

Subject: Chase Terrace Methodist Church Hall Princess Street Burntwood Staffordshire WS7 1JH

Dear Darren,

I am writing with reference to the above-mentioned site and your proposed development, highlighted below. Your query has been passed to me by Simon to respond.

I would be very happy to discuss your proposals with you, at your convenience, but, in principle, I see no reason to not support the extension to the building.

Please do not hesitate to contact me and I look forward to hearing from you soon.

Regards,

Artemis Christophi (Ms)

Head of Planning & Transformation

Development Management

Resident and Business Services

t: 01543 308010 | m: 07929 774887



Woman of Influence

2023

Appendix 17

Building Condition Report.



Date – 10/01/24

Steve Lightfoot
Burntwood Town Council,
Old Mining College Centre
Queen Street,
Burntwood,
WS7 4QH

Stretton Construction Limited
28 Springhill Rd,
Burntwood,
Staffs,
WS7 4UL
Office: - 01543 683540
Email: - sam@rasconstruction.co.uk

Building Inspection

Chase Terrace Community Centre, WS7 1NN

Scope and Limitations of Inspection

The survey took the form of an appraisal of the main parts of the structure including roofs, walls, floors and finishes, both internal and external, arising out of visual inspection only no intrusive investigations were carried out.

Where parts of the structure were unexposed or inaccessible no opinion can be given as to their condition.

The lifting or opening out of cladding/linings to walls, ceilings and floors did not fall within the scope of the inspection and therefore, it must be appreciated that defects, such as woodworm or dry rot may be present, but cannot be conclusively identified.

Boundaries were visually inspected however, the position of boundaries were not measured or compared with the folio documents.

No tests or monitoring were undertaken in association with environmental or physical factors associated with pollution or contamination of the main structure or site curtilage including issues such as noise, flooding, odours, mining / blasting or quarrying activities, the presence of asbestos, gases (including radon) radiation, aggregates containing reactive pyrite that can expand, or insulation boards containing chemical PIR 3009 which can shrink, or the like.

Minor details that do not materially affect the value of the property together with items of routine maintenance may not be commented upon.

This report may comment on issues regarding energy performance but is not intended as a Building Energy Rating report

Use of Report / Third Party

This report is for the sole use of Burntwood Town Council and their advisors. No responsibility is accepted to any third party or in the event that this report is used for any other purpose

Executive Summary

Registered Office: Stretton Construction Limited 28 Springhill Rd, Burntwood, Staffs, WS7 4UL
Company Number: 08191486 – VAT Number: 143445720 - Office 01543 683540

The property is presented in good structural condition. However there has been a lack of general maintenance work carried out this should be attended to in order to prevent further deterioration. There have been no upgrades to the building to improve the energy efficiency such as double-glazed windows and doors, LED lighting and more efficient radiators.

Roofs

The main roof was viewed from ground level and comprises interlocking slate tiles on gable style roof staggered, timber construction.

There is a slight misalignment in the tiles however this is typical where a tilting fillet is not used and is not significant, there are cracked ridge tiles that needs replacing. There is potential however that rain could be blown under the bottom row of tiles in extreme weather conditions. The presence of a sarking felt below the tiles should prevent water ingress. No evidence of water ingress was noted during our inspection.

Guttering is of uPVC construction and is in fair order and condition. There is a build-up of vegetation within the gutters, which requires cleaning. Guttering from the upper-level roof discharges onto the lower roof at the front projection. This is poor practice as it can lead to the guttering being overwhelmed in extreme weather conditions. We would recommend that the gutter is adjusted so that it discharges to the ground / an inlet gully.

Fascia and soffits are of uPVC construction and appear to be largely satisfactory. These elements require cleaning. A gap exists at the connection between the fascia and side wall along the front projection. This could allow the entry of insects or rodents into the property and the gap should be closed off.

Roof coverings to the front projection and porch are similar to those used on the main roof. Flashings provided at the connection between the roof and front wall are of lead and are generally satisfactory, but a little untidy. The lead stops slightly short along the right verge. There is no evidence of water ingress as a result of this however.



Roof Void / Attic

Access was gained into the main roof void using a pull-down ladder which is provided within the meeting room. The ladder is presented with a single handrail only. Building Regulations state that pull-down ladders such as this should be provided with two handrails. Consideration should be given to improving this aspect.

The roof is of prefabricated timber trusses with sarking felt placed below the concrete tiles. The sarking felt is largely concealed by an additional layer of insulation which has been placed between the rafter sections of the prefabricated roof trusses. This is held in position with small timber strips. This appears to be largely satisfactory however the insulation is pushed tight to the felt.

The attic is partly floored and a empty of materials are stored within this area. This is also the access to the combination boiler.

There is no access available to the roof void over the front projection and we cannot therefore comment on the presence or condition of insulation or on the roof structure however, pattern staining noted on the ceiling below would suggest that insulation levels within this roof void are poor. This is an aspect which you may wish to improve upon.

Registered Office: Stretton Construction Limited 28 Springhill Rd, Burntwood, Staffs, WS7 4UL
Company Number: 08191486 – VAT Number: 143445720 - Office 01543 683540

External Walls

Walls are of brick construction finished. The walls appear to be plumb and are free from significant structural cracking or the like.

No weepholes are provided to the brick window heads on the front elevation. This is an omission from the time of construction. Brick is porous and can allow water through into the cavity. A suitable means should be left to allow it to escape back to the outside. Weepholes should be provided in order to improve this aspect.

There is generally a build-up of efflorescence on the bricks. This is caused by salts drawing out to the surface of the bricks through evaporation after heavy rainfall. Ideally this should be cleaned.

Windows & External Doors

Windows are of single glazed wooden construction. The windows are generally in very poor condition but in need of replacing. The windows are rotting and looks as if repair have been done previously that make future repair expensive.



Replacement to follow shape of current windows to keep the look, double glazing will help with heat efficiency's

The front entrance door is a double wooden unit. This is needing replacing; it is inefficient and doesn't allow for easy disabled access. Recommend replace with double glazed PVC door.



The front entrance door is a single wooden unit. This is rotting and need completely replacing with new PVC door to all proper access. Recommend replace with double glazed PVC door.



The side door is a double wooden unit. This is needing replacing; it is inefficient and doesn't allow for easy disabled access. Recommend replace with double glazed PVC door.



Internal partitions are a combination of lightweight and solid construction finished with painted plaster, ceramic tiles and wainscoting. The entire appears to be largely satisfactory however there is small area of plaster restoration and areas where wooden panelling have been removed.

The property will require complete redecoration following removal of the vendor's fixtures and fittings.



Floors

The floor is of solid construction finished generally with floating timber finishes. The floor appears to be generally solid underfoot with no significant defect noted. There is some small works that needs doing before carpeting.

Floor coverings are generally well worn. The application of a floating timber floor at ground floor level has resulted in an uneven or unmatching due to pews and furnishing being installed.



Internal Doors & Joinery

Doors are generally of timber panelled construction. The original doors have been replaced at with panelled and glazed timber doors. Ironmongery is generally poor throughout and most doors require adjustment to ensure that they close / latch is engaged properly.

There is significant damage to the door frame. It appears that the door was forced open in the past. There are open mitred joints to architraves throughout and we anticipate that all joinery will require filling and redecoration.

Building Services

Heating

Heating is provided by a gas-fired central heating system. The boiler is located in a cabinet within the loft space and discharges spent fumes to the external. There is no evidence of installation or service record dates on the boiler, so a full service is recommended. Though the boiler is newer the radiators are dated and not efficient, so recommend modernising. We recommend that the entire installation be assessed and serviced and radiators balanced etc. to ensure that the entire is operating properly.

Internal Elements

Ceilings

Ceilings are generally of painted plasterboard construction with exposed painted wooden beams and appear to be largely satisfactory throughout.

Ceilings will require redecoration following removal of the vendor's fixtures and fittings.



Internal Partitions & Wall Finishes

Registered Office: Stretton Construction Limited 28 Springhill Rd, Burntwood, Staffs, WS7 4UL
Company Number: 08191486 – VAT Number: 143445720 - Office 01543 683540

Registered Office: Stretton Construction Limited 28 Springhill Rd, Burntwood, Staffs, WS7 4UL
Company Number: 08191486 – VAT Number: 143445720 - Office 01543 683540

Electrical Installation

The current installation appears to be approximately 40 years old. The Wiring is generally surface mounted either clipped direct or in conduit all wiring is visible and is dated, we would recommend rewiring and installing new consumer units to meet current regulations.

Emergency pull cord is needed in the disabled toilets and the fire alarm system needs checking and updating.

Ventilation

An extract fan is needed to be provided over the cooker in the kitchen. This does not discharge to the external and should be addressed.

Consideration should be given to improving this aspect of toilet fan extraction in order to reduce the likelihood of condensation forming within the house.

Rooms are generally provided with permanent ventilation and this appears to be satisfactory

Above and Below Ground Drainage

The drainage installation was not tested however we did open a number of armstrong junctions around the perimeter of the property.

Surface water and foul water drains were opened and these appear to be generally free from obstruction.

External Grounds and Boundaries

The property is presented on a site with boundaries well defined and formed generally in dwarf wall with metal fencing and gates. Some of the trees would benefit from pruning back. Boundaries are generally well defined.



The Car park is needed cleaning and re marking out to help with the management of patrons. Paths to be cleared of moss and treated to stop slipping.



Building Regulations

As is typical with buildings or alterations and extensions carried out since the introduction of Building Regulations on 1st June 1992, there has been poor attention to detail in terms of compliance with the regulations. As a result, of the system introduced at that time, which allowed 'self-certification' and the acceptance of 'substantial compliance', most buildings have many incidents of non-compliant works. Although we may have commented on issues of noncompliance in this report, we do not set out to highlight each and every individual occurrence and therefore issues may exist in the property but are not specifically commented on.

The statute under which the Building Regulations are made in Ireland is the Building Control Act 1990 introduced in 1992. Neither this Act, nor the Regulations themselves are applicable retrospectively. This avoids the need for constant improvement of properties to satisfy current standards.

Conclusions & General Recommendations

The property is presented in good structural condition in general. Backlog maintenance work should be attended to and the property would benefit from redecoration.

The following items should be noted in addition;

1. Repair & Redecorate throughout.
2. Replace all external windows and door.
3. Replace all radiators
4. Full rewire and replacements of consumer units
5. Replace all lighting with LED
6. Repair & make good flooring
7. Replace and modernise kitchen.
8. Repair Slate Roof and make good guttering
9. Repair, maintain and remark carpark

There are many other items raised within the body of our report which are not listed here. This report should be read in full.

Appendix 18

CV—Steve Lightfoot, Town Clerk

Steve Lightfoot Town Clerk

	Current Role – Town Clerk / Chief Officer Leading the staff team and managing resources to deliver the Council's vision for a Better Burntwood. Developing strategies to deliver cultural change. Safeguarding assests. Managing staff.
	Education Coventry University BA (Hons)Social Welfare Dissertation – The Funding Relationship between Local Governement and the Voluntary Sector
	Experience <i>January 2022 to date</i> Town Clerk • Chief Officer • Burntwood Town Council <i>September 2016 – November 2020</i> Engagement Officer • Flood Liaison • Environment Agency Working with communities at risk of flooding, liaising with local authorities and Members of Parliament. Leading on recruitment campaigns across the West Midlands <i>November 2001 – December 2013</i> Community Regeneration Manager • Community engagement and relationship building • Lichfield District Council Community asset management, and building management, grants and funding raising, leading on voluntary sector matters for the Council.
	Key skills Marketing Project management Budget planning Social media Planning
	Communication Building confident successful teams and successfully communicating vision, agreeing aims with a wide range of stakeholders. Exploring a wide range of innovative methods of communications for different audiences.
	Leadership Leadership roles in many situations. Lead recruitment officer for a national government agency to founding vice President of local credit union. Chief Officer of Burntwood Town Council empowering a staff team with a diverse skill set.
	References [Available upon request.]

Appendix 19

CV — Cllr Darren Ennis, Leader of Burntwood Town Council

Contact



07713 831030



darren.ennis@live.co.uk



79 Cedar Road, Burntwood,
WS7 4RU



linkedin.com/in/darren-ennis

DARREN ENNIS

Managing Director

"There are only three measurements that tell you nearly everything you need to know about your organisation's overall performance: employee engagement, customer satisfaction, and cash flow... It goes without saying that no company, small or large, can win over the long run without energised employees who believe in the mission and understand how to achieve it." - Jack Welch, former CEO of GE

PERSONAL STATEMENT

A result driven, self-motivated and resourceful managing director with a proven ability to develop and strengthen management teams in order to maximise company profitability and efficiency. Experienced leading and growing all sectors of a business to make it a dynamic and progressive organisation. Possessing excellent communication skills and able to establish sustainable and profitable relationships with customers, suppliers and stakeholders across the industry.

WORK EXPERIENCE

October 2000 – Present

Burntwood

HAYWOODS CONTRACTS LTD, Burntwood • Director

- Identifying, developing and directing the implementation of business strategy.
- Cultivating the company's reputation in the market & with customers & suppliers.
- Involved in planning & organising the organisation's activities to achieve targets.
- Responsible for the Profit & Loss responsibility for the business.
- In charge of leading, motivating and developing the management team.
- Liaising with officials of government departments and regulatory bodies. Managing multi-disciplined teams and resolving any conflicting priorities.
- Developing business plans and preparing comprehensive business reports.
- Improving margins and maintaining a high-quality service to clients.
- Reviewing, refining and developing the strategy and direction of the company.
- Building client relationships that result in revenue and profitability growth.
- Responsible for the company's health and safety and legislative adherence.
- Creating and maintaining links with other trade and professional associations.
- Keeping control of business expenditure, ensuring it's within agreed budgets.

April 2012 – Present

Burntwood

GRANGEMOOR WMC, Burntwood • Treasurer

- Increased membership by 50% 2022 by developing and implementing a new membership reward system.
- Prepare the club budget, present to the committee for approval, and ensure that organization activities adhere to the budget.
- Collected and maintained financial statements through monthly and quarterly reports.
- Mentored committee members about the budgeting process and financial knowledge to ensure the club's future financial success.

May 2023 – Present

Burntwood

Burntwood Council, Burntwood • Leader

- Representing a Ward boundary of around two thousand constituents
- Working with others to improve the safety and quality of life of residents
- Liaising with local officers to tackle issues affecting the community, such as housing, social services, schools, the environment and transport
- Dealing with residents, companies and other partners of the Council
- Dealing with resident casework, public enquiries and solving their problems
- Writing letters to support constituents' needs
- Visiting residents on request and acting upon their requests and demands
- Chairing focus group meetings between Council representatives and the public
- Facilitating meetings between officials and residents
- Supporting and attending local events and holding monthly surgeries for residents
- Voting on key political decisions
- Assisting with applications for grants and other forms of funding and investment
- Producing leaflets, updating social media accounts and sending email

KEY SKILLS

- Strong leaderships skills in board governance, new business development.
- Comprehensive understanding of financial management principles.
- Entrepreneurial with commercial acumen and excellent management skills.
- A motivated team player who is results driven.
- Results-oriented with a positive outlook, and a clear focus on high quality and business profit.

ACADEMIC QUALIFICATIONS

Erasmus Darwin Academy • Advanced GNVQ Business Studies

Babbington Business College • Level 2 & 3 Administration

HOBBIES & INTERESTS

Running • Completed 3 Marathons, help keep me fit and our town has lovely countryside to run.

Football • Love playing with family and friends, used to play for a team when younger. Lifelong Liverpool Fan.

Reading • I read every night, love a good book and if I'm running even an audio book.

Technology • Avid PC enthusiast, love the latest technology and new software and games.

Pool Player • When younger played at high level, now play sociality and in charity matches. Captained a team for 15 years.

REFERENCES – Available on request.

Appendix 20

Centre Income

					EXCL VAT	(340 Days) Yearly
Partner Rents	2024 Main Hall	2024 Meeting Room	2024 Kitchen	2024 All		
Morning Session	£16.67	£12.50	£8.33	£33.75		£11,475
Afternoon Session	£16.67	£12.50	£8.33	£33.75		£11,475
Evening Session	£16.67	£16.67	£8.33	£37.50		£12,750
					Total	£35,700
One Off	2024 Main Hall	2024 Meeting Room	2024 Kitchen	2024 All		
Morning Session	£25.00	£16.67	£12.50	£48.75		£16,575
Afternoon Session	£25.00	£16.67	£12.50	£48.75		£16,575
Evening Session	£33.33	£25.00	£12.50	£63.75		£21,675
					Total	£54,825
Partner Rents	2025 Main Hall	2025 Meeting Room	2025 Kitchen	2025 All		
Morning Session	£19.17	£13.33	£9.17	£37.50		£12,750
Afternoon Session	£19.17	£13.33	£9.17	£37.50		£12,750
Evening Session	£20.83	£18.33	£9.17	£43.50		£14,790
					Total	£40,290
One Off	2025 Main Hall	2025 Meeting Room	2025 Kitchen	2025 All		
Morning Session	£26.67	£18.33	£13.33	£52.50		£17,850
Afternoon Session	£26.67	£18.33	£13.33	£52.50		£17,850
Evening Session	£35.83	£26.67	£13.33	£68.25		£23,205
					Total	£58,905
Partner Rents	2026 Main Hall	2026 Meeting Room	2026 Kitchen	2026 All		
Morning Session	£25.00	£17.00	£12.00	£48.60		£16,524.00
Afternoon Session	£25.00	£17.00	£12.00	£48.60		£16,524.00
Evening Session	£27.00	£17.00	£12.00	£50.40		£17,136.00
					Total	£50,184.00
One Off	2026 Main Hall	2026 Meeting Room	2026 Kitchen	206=26 All		
Morning Session	£28.33	£20.00	£14.17	£56.25		£19,125.00
Afternoon Session	£28.33	£20.00	£14.17	£56.25		£19,125.00
Evening Session	£38.33	£28.33	£14.17	£72.75		£24,735.00
					Total	£62,985.00

AGENDA ITEM 8 - ENCLOSURE NO. 6 APPENDIX A

Item	Week Commencing											
	26-Aug	02-Sep	09-Sep	16-Sep	23-Sep	30-Sep	07-Oct	14-Oct	21-Oct	28-Oct	04-Nov	11-Nov
Isolation of services												
Strip out												
Architectural Survey												
First fix - Electrical												
Scaffold erection												
Roof repairs												
Guttering Assessment												
Solar panel installation												
New internal doors fitted												
Kitchen installation												
Fire shutter installation												
New wall construction												
Scaffold removal												
Plaster repairs												
Radiator replacement												
Planning application submitted												
Window grilles removed												
Window and door replacement												
Railings cleaned												
Brick repairs												
Carpark perimeter tidied												
Second fix - Electrical												
Decorations												
Car park spaces relined												
Floor finishes												
Blind installation												
Clean												