



The Old Mining College Centre  
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Our Ref: SL/JM

10 September 2024

**To: All Members of the Town Council**

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Main Hall, Burntwood Memorial Institute, Rugeley Road, Burntwood on Tuesday 17 September 2024 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

**Steve Lightfoot**  
Town Clerk

#### **WE LOVE LICHFIELD**

Members to receive a presentation on We Love Lichfield from Mr Julian Fisher and Mr Simon Price followed by a Q&A Session.

#### **PUBLIC FORUM**

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

#### **COUNTY COUNCILLOR PLATFORM**

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

## **AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To receive declarations of interests and consider requests for dispensations.

**3. MINUTES**

To approve as a correct record the Minutes of the Meeting of the Town Council held on 16 July 2024 [Minute Nos. 26-37] be received and where necessary approved and adopted [**ENCLOSURE NO. 1**].

**4. CHAIR'S REPORT**

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

**5. MEMBERS QUESTIONS**

**6. TO APPOINT MEMBERS OF COMMITTEES**

Further to Minute No. 6 [Full Council 23 May 2024 refers] the Council is asked to approve the amendments to the Appointments to Committees [**ENCLOSURE NO. 2**]

**7. NOTICE OF CONCLUSION OF AUDIT FOR 2023/24**

To note that Mazars completed their external audit of the 2023/24 accounts on 28th August and gave a satisfactory opinion in the external auditor's report (Section 3) within the Annual Governance and Accountability Return (AGAR). They did however draw attention to the fact that the Council should ensure it approves a risk assessment during each financial year. Also, under 'Minor Scope for Improvement in 2024/25' in their completion letter, they recommended an improved format for the bank reconciliation. The Notice of Conclusion of Audit and a copy of the audited AGAR were put on the website and noticeboards shortly afterwards, as required [**ENCLOSURE NO. 3**].

**8. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET FOR 2024/25**

For information purposes only. No decision is required by the Council. The report shows income and expenditure compared to budget for the first 4 months, April to July (33%) of the financial year [**ENCLOSURE NO. 4 AND APPENDIX A**].

**9. BUDGET VARIATION**

Council is asked to approve the virement of £2,000 from the Play in the Parks budget [Cost Centre 213, Nominal Code 4390] to Christmas Events budget [Cost Centre 213, Nominal Code 4262].

**10. PLANNING AND DEVELOPMENT COMMITTEE – 15 JULY 2024 AND 20 AUGUST 2024**

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 15 July 2024 [Minute Nos. 7-12] and 20 August 2024 [Minute Nos. 13-18] be received and where necessary approved and adopted [**ENCLOSURE NO. 5A AND 5B**].

**11. POLICY AND RESOURCES COMMITTEE – 17 JULY 2024**

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 17 July 2024 [Minute Nos. 1-11] be received and where necessary approved and adopted [**ENCLOSURE NO. 6**]

**12. COMMUNITY AND PARTNERSHIPS COMMITTEE – 05 SEPTEMBER 2024**

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 05 September 2024 [Minute Nos. 14-25] be received and where necessary approved and adopted [**ENCLOSURE NO. 7**].

**13. EXCLUSION OF THE PRESS AND PUBLIC**

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

**14. MINUTES**

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 16 July 2024 [Minute Nos. 35-37] be received and where necessary approved and adopted [**ENCLOSURE NO. 8 - PINK**].

**15. POLICY AND RESOURCES COMMITTEE – 17 JULY 2024**

Chair of the Policy and Resources Committee to move that the proceedings of the Confidential meeting held on 17 July 2024 [Confidential Minute Nos. 9-11] be received and where necessary approved and adopted [**ENCLOSURE NO. 9 - PINK**].

**PUBLIC FORUM**

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

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

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

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

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL  
HELD IN THE MAIN HALL, BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,  
BURNTWOOD ON TUESDAY 16 JULY 2024 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Coe MBE (in the Chair)

Councillors Banevicius, D Ennis, L Ennis, Evans, Flanagan, Galvin, Gittings, Hancox, Holdsworth, Kirkham, Norman, P Taylor, S Taylor, Tranter, Willis-Croft, Wittstock and Woodward

**In attendance**

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Cox

**PUBLIC FORUM**

No questions were raised by members of the public.

**COUNTY COUNCILLOR PLATFORM**

County Councillor Cox said that he was very grateful that the County Councillors had been given the opportunity to have a platform at Full Council meetings to update Members on issues. Councillor Cox, who represents Lichfield Rural West [District Ward: Highfield] explained that there were numerous pot holes on Coulter Lane and Meg Lane and referred to a Temporary Road Closure Order relating to Sycamore Road.

Councillor D Ennis confirmed that having spoken to County Councillor White and in the absence of the Burntwood South Division [District Wards: All Saints, Chasetown and Summerfield] County Councillor, Councillor D Ennis informed Members that they can direct any issues to County Councillor White [alan.white@staffordshire.gov.uk].

**26. APOLOGIES FOR ABSENCE**

Councillor Bacon [Prior Commitments]

Councillor Bullock [Work Commitments]

Councillor R Ennis [Personal Reasons]

Councillor Flanagan [Prior Commitments]

The reasons for the apologies were approved.

**27. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Woodward declared an interest in Confidential Agenda Item No. 12 – Community and Partnerships Committee Minutes as she is a Trustee of Burntwood Be A Friend and left the room during discussion thereon.

**28. MINUTES**

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

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

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 23 May 2024 (Minute Nos. 1-25) be received and where necessary approved and adopted.

## **29. CHAIR'S REPORT**

The Chair read out the following statement:

The last month and a half have been quite busy. As we are (supposedly) in summer the special events are all on the horizon and I am looking forward to the Wakes and the Play in the Park events. There have been some interesting events and opportunities to find out more about the services and charities in our town.

On 01 June I was invited to Bracken House to their open day. It was lovely to speak to people whose loved ones live there, and to hear how settled and happy they are there. Having to move a partner or a parent into care is a tough decision but, in many instances, it is the only safe option. It is good that the town has some amazing homes for people who need that help.

I attended the D Day service at Christ Church and also the D Day flag raising on 02 and 06 June. We should never forget the sacrifices that so many made so that we could be free and safe. It was a real privilege to be part of those events and always makes me feel very emotional.

I sometimes come in very useful in my wheelchair, particularly for testing out accessibility in various buildings. I went around our new Community Centre building and we were able to make sure that when the work is done it will include full accessibility. I am happy on these occasions to be a guinea pig, knowing the difference that it will make.

Our Producers Markets are now arranged for the summer again. They have some interesting stalls with lovely gift ideas, amazing food products like scotch eggs with all sorts of fillings, and pickled onions with some very interesting names. I particularly like the doughnut stall.

On 19 June I went to the VCSE market place forum, celebrating the wonderful organisations locally who do some amazing work. Volunteers were nominated for awards and thanked for the work that they do.

I love flowers so it was a lovely experience to be invited to the Flower Festival on 22 June, at Chasetown Methodist Church. There were some beautiful displays of real flowers and of sugar craft flowers. They ranged from the Brownies group who meet at the church to the lovely planter that was designed and built by our staff at BTC.

Some events do fair better in nice weather and one of those was the Hello Velo event on 30 June. It was lovely to see children queuing up to give it a try until it began to rain. Sadly, it was unsafe as the rain made it slippery and it had to be closed. Many enjoyed it before the rain though so it was worth doing.

On 10 July I went to Fulfen Primary School where the Town Council had helped to sponsor the gardening club. The Town Clerk and I were shown around by the children, whose faces were filled with pride as they showed us the flowers they had grown from seed, the vegetable patches, and the tomatoes in the poly tunnel, which is fuelled by

a solar panel. Best of all there are three rescue chickens who seemed very happy and at home. I think their names were Dorothy, Madge, and Nugget.

Busy month but I am looking forward to lots of fun over the summer as we facilitate the Play in the Park events. Thank you to the staff and other councillors for also attending the events and for all of your hard work preparing for the Wakes and the Play in the Park days.

**30. MEMBERS QUESTIONS**

No questions were raised by Members.

**31. BUDGET VARIATION**

Councillor D Ennis explained that a similar budget variation had occurred last year and that perhaps more flexibility was needed. *[This was briefly discussed at the Community and Partnerships Committee meeting held on 03 July 2024 under Minute No. 9 – Informal Update on the Christmas Events for 2024].*

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

**RESOLVED** That the virement of £4,000 from the Wakes Festival budget [213 4390] to the Christmas Events budget [213 4262] be approved.

**32. VAT STATUS OF CHASE TERRACE COMMUNITY CENTRE**

Councillor P Taylor explained that the purpose of the report was to explain the VAT status of Chase Terrace Community Centre and the reasons for a potential decision to 'Opt to tax' on the building. Councillor D Ennis felt that every avenue should be exhausted.

Councillor P Taylor proposed an amendment to the recommendation and this was seconded by Councillor D Ennis and following a show of hands it was

**RESOLVED** That the Council agrees that it wishes to take the required action to ensure that it can recover the VAT on the construction and other costs related to Chase Terrace Community Centre. To this end, it authorises the Town Clerk and the Leader to explore alternatives to Opting to Tax the building. If this is not successful the Council agrees that it wishes to Opt to Tax.

**33. PLANNING AND DEVELOPMENT COMMITTEE – 20 MAY 2024 AND 17 JUNE 2024**

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

**RESOLVED** That the Minutes of the Meetings of the Planning and Development Committee held on 20 May 2024 [Minute Nos. 73-78] and 17 June 2024 [Minute Nos. 1-6] be received and where necessary approved and adopted.

**34. COMMUNITY AND PARTNERSHIPS COMMITTEE – 03 JULY 2024**

Councillor Evans reminded Members of the Wakes Festival which was due to take place on Saturday 20 July at Burntwood Leisure Centre and it was hoped that Members would encourage as many members of the public as possible to attend the event.

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

**RESOLVED** That the Minutes of the Meeting of the Community and Partnerships Committee held on 03 July 2024 [Minute Nos. 1-13] be received and where necessary approved and adopted.

**35. 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.

**36. CONFIDENTIAL MINUTES**

See Confidential Minutes.

[Councillor Woodward left the meeting at 6.20pm]

**37. COMMUNITY AND PARTNERSHIPS COMMITTEE – 03 JULY 2024**

See Confidential Minutes.

(The Meeting closed at 6.22 pm)

Signed .....

Date .....



## BURNTWOOD TOWN COUNCIL - APPOINTMENTS TO COUNCIL AND COMMITTEES - 2024/2025 - UPDATED

|                                                                                                                                                                                                                                                                                                                            | LABOUR GROUP                                                                                                                                                           | CONSERVATIVE GROUP                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Policy and Resources Committee</b> = 12 Members<br>[Finance; payments; budgeting; digital and website; Old Mining College Business Plan; refurbishment, Town Deal, lobbying, personnel]                                                                                                                                 | Michael Galvin [Chair]<br>Steve Norman [Vice-Chair]<br>Paul Taylor<br>Di Evans<br>Sharon Banevicius<br>Jo Hancox<br>Darren Ennis<br>Sue Woodward                       | Heather Tranter<br>Norma Bacon<br>Wai-Lee Ho<br>Jacquie Wittstock |
| <b>Planning and Development Committee</b> = 12 Members<br>[Planning applications etc as present and development issues/concerns for town e.g. economic development, Green Belt consultation etc]                                                                                                                           | Paul Flanagan [Chair]<br>Carolyn Gittings [Vice-Chair]<br>Sharon Taylor<br>Paul Taylor<br>Andy Bullock<br>Darren Ennis<br>Laura Ennis<br>Ivan Holdsworth<br>Jo Hancox  | Norma Bacon<br>Keith Willis-Croft<br>Vacancy                      |
| <b>Community and Partnerships Committee</b> = 12 Members<br>[Events and dementia initiative; young people; families; community engagement and development; Better Burntwood Fund, defibrillators, Student Award in Memory of Stephen Sutton MBE and community fund; liaison with other organisations e.g. police, NHS etc] | Di Evans [Chair]<br>Paul Taylor [Vice-Chair]<br>Kathy Coe MBE<br>Darren Ennis<br>Carolyn Gittings<br>Sharon Taylor<br>Elaine Kirkham<br>Robyn Ennis<br>Ivan Holdsworth | Heather Tranter<br>Keith Willis-Croft<br>Jacquie Wittstock        |

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Date: 28 August 2024

Dear Ms James

### **Completion of the audit for the year ended 31 March 2024**

We have completed our audit for the year ended 31 March 2024 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2023*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

### **Action you are required to take:**

The Accounts and Audit (England)-Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

**Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:**

- that the audit has been concluded and that the statement of accounts has been published;
  - the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
  - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
  - Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

#### **Forvis Mazars LLP**

Forvis Mazars LLP is the UK firm of Forvis Mazars Global, a leading global professional services network. Forvis Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at [www.auditregister.org.uk](http://www.auditregister.org.uk) under reference number C001139861. VAT number: GB 839 8356 73

*The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.*

**Minor scope for improvement in 2024/2025**

The bank reconciliation was difficult to follow because it did not include cash book figures. In future the Council should use the standard proforma provided in our guidance or in the Practitioner's Guide when preparing the bank reconciliation.

**Accessibility regulations**

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

**Audit fee**

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk/Audit-Fees-Smaller-Authorities-Audit-Appointments) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



**James Collins**

Director

For and on behalf of Forvis Mazars LLP

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

In respect of

**Burntwood Town Council**

### 1 Respective responsibilities of the auditor and the authority

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

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

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

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

### 2 External auditor's limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

In undertaking the review of the 2023/24 Annual Return it came to our attention that the Council had not carried out a risk assessment and taken appropriate steps to manage risks. The Council correctly answered 'No' to the relevant assertion in the 2023/24 Annual Governance Statement. In future, the Council should ensure that it has conducted a risk assessment and introduces internal controls to ensure that risks are effectively managed.

### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

Not applicable.

External Auditor Name

**Forvis Mazars LLP, Newcastle upon Tyne, NE1 1DF**

External Auditor Signature

*Forvis Mazars LLP*

Date

**27 August 2024**

# **Burntwood Town Council**

## **Tuesday 17<sup>th</sup> September 2024**

### **Update on income and expenditure compared to budget**

#### **1.0 Purpose of Report**

1.1 To update the Town Council on its income and expenditure position after 4 months of the financial year.

#### **2.0 Background**

2.1 The budget for 2024/25 was approved by Council at its meeting in November 2023, with a virement of £4,000 from Wakes to Christmas events agreed at the July meeting. Income and expenditure for the first 4 months (33%) of the financial year, April to July, are compared to the budget in the attached table. The % of budget spent (or % of income received so far) is also shown for each budget item and cost centre.

#### **3.0 Key points on income and expenditure and variances from budget**

3.1 In very broad terms expenditure is on track, as 33% (£169,771) of this financial year's budgeted expenditure had been spent by the end of July. However, total expenditure consists of items with various payment patterns across the financial year. For instance, some items are paid in full early in the financial year, such as rates, refuse collection, insurance for the Council and for BuRRT, SPCA membership, software subscriptions and the employment advice contract. These items explain the higher '% Spent' figures for NNDR, Other Supplies and Services for OMCC, Computers & other office equipment, Subscriptions to other bodies and Professional Fees. Other items are billed towards the end of the financial year, such as LDC contract grounds maintenance and street lighting energy and maintenance. Some are unevenly spread across the year, such as events and OMC heating, whilst others are much more evenly spread, such as staff costs, telephone/broadband, website and IT support.

3.2 The largest spend (normally around half of all expenditure) is on staff costs. That had reached about 30% of its budget by end July, slightly below track. This is partly because the budget allowed for a national pay rise, which has not been agreed or awarded yet. Also, the Administrative Officer post was vacant for April and part of May and now has reduced hours per week compared to the previous financial year and budget estimate.

3.3 The expenditure to end July on Community Development was 80% of that budget as payments were made for the Cultural Partnership with the Lichfield Garrick in full

and for new pads and batteries for the defibrillators. Similarly, over 50% of the Better Burntwood budget was paid by end July as 2 of the 3 commissioning agreements were set up, together with the payment being made to the Lions Club for the White Goods Scheme.

3.4 Looking at income, the precept is paid in full by LDC in late April and no budget is set for CIL money, as it is not predictable and has to be earmarked for certain allowed projects. If these are excluded from the figures, about 55% of other budgeted income had been received by the end of July. In particular, 2 of the business units paid their rent for the financial year in full and bank and investment interest/dividends, OMC room hire, traffic island sponsorship and cemetery income were all higher than expected.

3.5 Looking specifically at the Wakes, income received by end July amounted to £10,117 from sponsorship, donations, grants and pitch fees, much higher than the budgeted income which only included an estimate for pitch fees. The amount paid out by end July (£13,408) was more than the budgeted expenditure (£12,800). However, because of the higher income raised, the net spend by end July was only £3,291 (though the Wakes expenditure in the table is not complete as further transactions occurred after the end of July).

## **4.0 Legal context**

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

## **5.0 Conclusion**

5.1 The Council is asked to note the current position against budget. Further updates will be provided at subsequent meetings and to assist setting of the budget and precept for 2025/26.

### **Contact Officer**

Alison James

Finance Officer

[alison.james@burntwood-tc.gov.uk](mailto:alison.james@burntwood-tc.gov.uk)

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

## Cost Centre Report

|                                     |                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>100 Corporate</b>                |                                       |                     |                        |                       |                          |                          |                    |              |                         |
| 1176 Precept                        |                                       | 362,782             | 385,542                | 385,542               | 0                        |                          |                    | 100.0%       |                         |
| 1199 CCLA Interest                  |                                       | 13,837              | 5,497                  | 11,000                | 5,503                    |                          |                    | 50.0%        |                         |
| 1205 Bank Account Interest          |                                       | 1,000               | 315                    | 400                   | 85                       |                          |                    | 78.8%        |                         |
| 1206 CIL income                     |                                       | 7,665               | 3,199                  | 0                     | (3,199)                  |                          |                    | 0.0%         |                         |
|                                     | Corporate :- Income                   | <b>385,283</b>      | <b>394,553</b>         | <b>396,942</b>        | <b>2,389</b>             |                          |                    | <b>99.4%</b> | <b>0</b>                |
| 4998 CIL expenditure                |                                       | 5,856               | 328                    | 0                     | (328)                    |                          | (328)              | 0.0%         |                         |
|                                     | Corporate :- Indirect Expenditure     | <b>5,856</b>        | <b>328</b>             | <b>0</b>              | <b>(328)</b>             | <b>0</b>                 | <b>(328)</b>       |              | <b>0</b>                |
|                                     | <b>Net Income over Expenditure</b>    | <b>379,427</b>      | <b>394,224</b>         | <b>396,942</b>        | <b>2,718</b>             |                          |                    |              |                         |
| 6000                                | plus Transfer from EMR                | 5,856               | 0                      |                       |                          |                          |                    |              |                         |
| 6001                                | less Transfer to EMR                  | 7,665               | 0                      |                       |                          |                          |                    |              |                         |
|                                     | <b>Movement to/(from) Gen Reserve</b> | <b>377,618</b>      | <b>394,224</b>         |                       |                          |                          |                    |              |                         |
| <b>104 OMCC</b>                     |                                       |                     |                        |                       |                          |                          |                    |              |                         |
| 1025 Sundry Income                  |                                       | 827                 | 228                    | 750                   | 522                      |                          |                    | 30.3%        |                         |
| 1070 OMCC: Unit Rents               |                                       | 28,717              | 13,100                 | 31,261                | 18,161                   |                          |                    | 41.9%        |                         |
| 1071 OMCC: Unit Service Charges     |                                       | 26,077              | 12,525                 | 30,638                | 18,113                   |                          |                    | 40.9%        |                         |
| 1072 OMCC: Room Hire                |                                       | 1,568               | 856                    | 500                   | (356)                    |                          |                    | 171.1%       |                         |
|                                     | OMCC :- Income                        | <b>57,188</b>       | <b>26,708</b>          | <b>63,149</b>         | <b>36,441</b>            |                          |                    | <b>42.3%</b> | <b>0</b>                |
| 4019 Employee costs                 |                                       | 26,356              | 8,778                  | 26,740                | 17,962                   |                          | 17,962             | 32.8%        |                         |
| 4022 NNDR                           |                                       | 7,984               | 7,984                  | 8,228                 | 244                      |                          | 244                | 97.0%        |                         |
| 4023 Water Rates                    |                                       | 1,579               | 858                    | 1,431                 | 573                      |                          | 573                | 60.0%        |                         |
| 4055 Energy                         |                                       | 10,862              | 2,070                  | 24,000                | 21,930                   |                          | 21,930             | 8.6%         |                         |
| 4056 Building & Grounds Maintenance |                                       | 14,830              | 4,968                  | 11,660                | 6,692                    |                          | 6,692              | 42.6%        |                         |
| 4059 Other Supplies and Services    |                                       | 2,151               | 1,871                  | 3,392                 | 1,521                    |                          | 1,521              | 55.2%        |                         |
| 4180 Professional Fees              |                                       | 700                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
|                                     | OMCC :- Indirect Expenditure          | <b>64,461</b>       | <b>26,528</b>          | <b>75,451</b>         | <b>48,923</b>            | <b>0</b>                 | <b>48,923</b>      | <b>35.2%</b> | <b>0</b>                |
|                                     | <b>Net Income over Expenditure</b>    | <b>(7,273)</b>      | <b>180</b>             | <b>(12,302)</b>       | <b>(12,482)</b>          |                          |                    |              |                         |
| <b>105 Transport</b>                |                                       |                     |                        |                       |                          |                          |                    |              |                         |
| 4064 Members Travel Expenses        |                                       | 0                   | 0                      | 50                    | 50                       |                          | 50                 | 0.0%         |                         |
|                                     | Transport :- Indirect Expenditure     | <b>0</b>            | <b>0</b>               | <b>50</b>             | <b>50</b>                | <b>0</b>                 | <b>50</b>          | <b>0.0%</b>  | <b>0</b>                |
|                                     | <b>Net Expenditure</b>                | <b>0</b>            | <b>0</b>               | <b>(50)</b>           | <b>(50)</b>              |                          |                    |              |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 4 APPENDIX A

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

## Cost Centre Report

|                                             | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>107 Supplies &amp; Services</b>          |                     |                        |                       |                          |                          |                    |              |                         |
| 1025 Sundry Income                          | 26                  | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| Supplies & Services :- Income               | <b>26</b>           | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |              | <b>0</b>                |
| 4019 Employee costs                         | 216,721             | 68,238                 | 231,364               | 163,126                  |                          | 163,126            | 29.5%        |                         |
| 4057 Telephones & Broadband                 | 2,325               | 857                    | 2,900                 | 2,043                    |                          | 2,043              | 29.5%        |                         |
| 4059 Other Supplies and Services            | 393                 | 673                    | 1,166                 | 493                      |                          | 493                | 57.7%        |                         |
| 4060 Car Mileage: Employees                 | 373                 | 14                     | 500                   | 486                      |                          | 486                | 2.9%         |                         |
| 4120 Postage                                | 90                  | 44                     | 200                   | 156                      |                          | 156                | 21.9%        |                         |
| 4139 Computers & other office equip         | 12,813              | 5,799                  | 13,400                | 7,601                    |                          | 7,601              | 43.3%        |                         |
| 4170 Subscriptions to other bodies          | 300                 | 1,488                  | 750                   | (738)                    |                          | (738)              | 198.4%       |                         |
| 4180 Professional Fees                      | 6,437               | 1,249                  | 2,226                 | 977                      |                          | 977                | 56.1%        |                         |
| 4211 General office expenses                | 2,433               | 827                    | 3,180                 | 2,353                    |                          | 2,353              | 26.0%        |                         |
| 4212 Training & conferences                 | 88                  | 280                    | 2,000                 | 1,720                    |                          | 1,720              | 14.0%        |                         |
| 4220 Bank Charges                           | 270                 | 63                     | 265                   | 203                      |                          | 203                | 23.6%        |                         |
| 4221 Insurance                              | 5,496               | 5,561                  | 6,360                 | 799                      |                          | 799                | 87.4%        |                         |
| 4234 Audit                                  | 1,506               | 596                    | 2,703                 | 2,108                    |                          | 2,108              | 22.0%        |                         |
| Supplies & Services :- Indirect Expenditure | <b>249,245</b>      | <b>85,688</b>          | <b>267,014</b>        | <b>181,326</b>           | <b>0</b>                 | <b>181,326</b>     | <b>32.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>(249,219)</b>    | <b>(85,688)</b>        | <b>(267,014)</b>      | <b>(181,326)</b>         |                          |                    |              |                         |
| <b>108 Communications</b>                   |                     |                        |                       |                          |                          |                    |              |                         |
| 4171 All communications                     | 4,689               | 2,154                  | 8,000                 | 5,846                    |                          | 5,846              | 26.9%        |                         |
| Communications :- Indirect Expenditure      | <b>4,689</b>        | <b>2,154</b>           | <b>8,000</b>          | <b>5,846</b>             | <b>0</b>                 | <b>5,846</b>       | <b>26.9%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(4,689)</b>      | <b>(2,154)</b>         | <b>(8,000)</b>        | <b>(5,846)</b>           |                          |                    |              |                         |
| <b>201 Street Lighting</b>                  |                     |                        |                       |                          |                          |                    |              |                         |
| 4055 Energy                                 | 957                 | 0                      | 1,855                 | 1,855                    |                          | 1,855              | 0.0%         |                         |
| 4241 Maintenance                            | 548                 | 0                      | 750                   | 750                      |                          | 750                | 0.0%         |                         |
| Street Lighting :- Indirect Expenditure     | <b>1,505</b>        | <b>0</b>               | <b>2,605</b>          | <b>2,605</b>             | <b>0</b>                 | <b>2,605</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(1,505)</b>      | <b>0</b>               | <b>(2,605)</b>        | <b>(2,605)</b>           |                          |                    |              |                         |
| <b>202 Bus Shelters</b>                     |                     |                        |                       |                          |                          |                    |              |                         |
| 4241 Maintenance                            | 283                 | 64                     | 2,500                 | 2,436                    |                          | 2,436              | 2.5%         |                         |
| 4242 Replacement                            | 3,580               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| Bus Shelters :- Indirect Expenditure        | <b>3,863</b>        | <b>64</b>              | <b>2,500</b>          | <b>2,436</b>             | <b>0</b>                 | <b>2,436</b>       | <b>2.5%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(3,863)</b>      | <b>(64)</b>            | <b>(2,500)</b>        | <b>(2,436)</b>           |                          |                    |              |                         |
| 6000 plus Transfer from EMR                 | 3,580               | 0                      |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>       | <b>(283)</b>        | <b>(64)</b>            |                       |                          |                          |                    |              |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 4 APPENDIX A

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

## Cost Centre Report

|                                                    | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|----------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>203 Christmas Lights &amp; Trees</u>            |                     |                        |                       |                          |                          |                    |               |                         |
| 4260 General Expenses                              | 2,817               | 0                      | 3,180                 | 3,180                    |                          | 3,180              | 0.0%          |                         |
| Christmas Lights & Trees :- Indirect Expenditure   | <b>2,817</b>        | <b>0</b>               | <b>3,180</b>          | <b>3,180</b>             | <b>0</b>                 | <b>3,180</b>       | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(2,817)</b>      | <b>0</b>               | <b>(3,180)</b>        | <b>(3,180)</b>           |                          |                    |               |                         |
| <u>205 Traffic Islands</u>                         |                     |                        |                       |                          |                          |                    |               |                         |
| 1030 Traffic Islands: Sponsorship                  | 5,950               | 7,050                  | 6,350                 | (700)                    |                          |                    | 111.0%        |                         |
| Traffic Islands :- Income                          | <b>5,950</b>        | <b>7,050</b>           | <b>6,350</b>          | <b>(700)</b>             |                          |                    | <b>111.0%</b> | <b>0</b>                |
| 4241 Maintenance                                   | 7,329               | 7                      | 7,902                 | 7,895                    |                          | 7,895              | 0.1%          |                         |
| 4304 Signage                                       | 418                 | 520                    | 318                   | (202)                    |                          | (202)              | 163.5%        |                         |
| 4306 NNDR: Traffic Islands                         | 195                 | 195                    | 244                   | 49                       |                          | 49                 | 79.8%         |                         |
| Traffic Islands :- Indirect Expenditure            | <b>7,942</b>        | <b>722</b>             | <b>8,464</b>          | <b>7,742</b>             | <b>0</b>                 | <b>7,742</b>       | <b>8.5%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>(1,992)</b>      | <b>6,328</b>           | <b>(2,114)</b>        | <b>(8,442)</b>           |                          |                    |               |                         |
| <u>206 Brighter Burntwood</u>                      |                     |                        |                       |                          |                          |                    |               |                         |
| 4241 Maintenance                                   | 944                 | 187                    | 1,500                 | 1,313                    |                          | 1,313              | 12.5%         |                         |
| Brighter Burntwood :- Indirect Expenditure         | <b>944</b>          | <b>187</b>             | <b>1,500</b>          | <b>1,313</b>             | <b>0</b>                 | <b>1,313</b>       | <b>12.5%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(944)</b>        | <b>(187)</b>           | <b>(1,500)</b>        | <b>(1,313)</b>           |                          |                    |               |                         |
| <u>207 Flagpole</u>                                |                     |                        |                       |                          |                          |                    |               |                         |
| 1025 Sundry Income                                 | 0                   | 900                    | 0                     | (900)                    |                          |                    | 0.0%          |                         |
| Flagpole :- Income                                 | <b>0</b>            | <b>900</b>             | <b>0</b>              | <b>(900)</b>             |                          |                    |               | <b>0</b>                |
| 4241 Maintenance                                   | 2                   | 12                     | 500                   | 488                      |                          | 488                | 2.4%          |                         |
| Flagpole :- Indirect Expenditure                   | <b>2</b>            | <b>12</b>              | <b>500</b>            | <b>488</b>               | <b>0</b>                 | <b>488</b>         | <b>2.4%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>(2)</b>          | <b>888</b>             | <b>(500)</b>          | <b>(1,388)</b>           |                          |                    |               |                         |
| <u>209 Coulter Lane Burial Ground</u>              |                     |                        |                       |                          |                          |                    |               |                         |
| 4241 Maintenance                                   | 862                 | 248                    | 1,961                 | 1,713                    |                          | 1,713              | 12.6%         |                         |
| Coulter Lane Burial Ground :- Indirect Expenditure | <b>862</b>          | <b>248</b>             | <b>1,961</b>          | <b>1,713</b>             | <b>0</b>                 | <b>1,713</b>       | <b>12.6%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(862)</b>        | <b>(248)</b>           | <b>(1,961)</b>        | <b>(1,713)</b>           |                          |                    |               |                         |
| <u>211 Burntwood Town Strategy</u>                 |                     |                        |                       |                          |                          |                    |               |                         |
| 4754 BTS Projects                                  | 3,897               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| Burntwood Town Strategy :- Indirect Expenditure    | <b>3,897</b>        | <b>0</b>               | <b>0</b>              | <b>0</b>                 | <b>0</b>                 | <b>0</b>           |               | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(3,897)</b>      | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |               |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 4 APPENDIX A

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

## Cost Centre Report

|                                                | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| <b>212 Response &amp; Repair Team</b>          |                     |                        |                       |                          |                          |                    |                |                         |
| 4766 Community repairs - materials             | 52                  | 316                    | 2,000                 | 1,684                    |                          | 1,684              | 15.8%          |                         |
| 4767 BURRT vehicle costs                       | 1,500               | 1,076                  | 2,120                 | 1,044                    |                          | 1,044              | 50.8%          |                         |
| Response & Repair Team :- Indirect Expenditure | <b>1,552</b>        | <b>1,392</b>           | <b>4,120</b>          | <b>2,728</b>             | <b>0</b>                 | <b>2,728</b>       | <b>33.8%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>(1,552)</b>      | <b>(1,392)</b>         | <b>(4,120)</b>        | <b>(2,728)</b>           |                          |                    |                |                         |
| <b>213 Community Events</b>                    |                     |                        |                       |                          |                          |                    |                |                         |
| 1090 Wakes - Pitch Fees                        | 680                 | 570                    | 400                   | (170)                    |                          |                    | 142.5%         |                         |
| 1100 Wakes Other Income                        | 16,883              | 9,547                  | 0                     | (9,547)                  |                          |                    | 0.0%           |                         |
| 1101 Christmas                                 | 570                 | 50                     | 0                     | (50)                     |                          |                    | 0.0%           |                         |
| 1102 Play in Parks/Summer Picnic               | 2,167               | 2,600                  | 0                     | (2,600)                  |                          |                    | 0.0%           |                         |
| Community Events :- Income                     | <b>20,300</b>       | <b>12,767</b>          | <b>400</b>            | <b>(12,367)</b>          |                          |                    | <b>3191.7%</b> | <b>0</b>                |
| 4262 Christmas Events                          | 8,373               | 0                      | 10,360                | 10,360                   |                          | 10,360             | 0.0%           |                         |
| 4390 Wakes (all expenditure)                   | 28,336              | 13,408                 | 12,800                | (608)                    |                          | (608)              | 104.7%         |                         |
| 4398 Markets                                   | 7,069               | 4,315                  | 8,480                 | 4,165                    |                          | 4,165              | 50.9%          |                         |
| 4761 Play in Parks/Summer Picnic               | 8,870               | 1,504                  | 9,000                 | 7,496                    |                          | 7,496              | 16.7%          |                         |
| Community Events :- Indirect Expenditure       | <b>52,648</b>       | <b>19,227</b>          | <b>40,640</b>         | <b>21,413</b>            | <b>0</b>                 | <b>21,413</b>      | <b>47.3%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>             | <b>(32,348)</b>     | <b>(6,460)</b>         | <b>(40,240)</b>       | <b>(33,780)</b>          |                          |                    |                |                         |
| <b>214 Community Development</b>               |                     |                        |                       |                          |                          |                    |                |                         |
| 4764 Other Community Projects                  | 1,267               | 8,006                  | 10,000                | 1,994                    |                          | 1,994              | 80.1%          |                         |
| Community Development :- Indirect Expenditure  | <b>1,267</b>        | <b>8,006</b>           | <b>10,000</b>         | <b>1,994</b>             | <b>0</b>                 | <b>1,994</b>       | <b>80.1%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>(1,267)</b>      | <b>(8,006)</b>         | <b>(10,000)</b>       | <b>(1,994)</b>           |                          |                    |                |                         |
| 6000 plus Transfer from EMR                    | 767                 | 0                      |                       |                          |                          |                    |                |                         |
| <b>Movement to/(from) Gen Reserve</b>          | <b>(500)</b>        | <b>(8,006)</b>         |                       |                          |                          |                    |                |                         |
| <b>215 SCAMP</b>                               |                     |                        |                       |                          |                          |                    |                |                         |
| 4550 SCAMP: Maintenance                        | 0                   | 32                     | 250                   | 218                      |                          | 218                | 12.8%          |                         |
| SCAMP :- Indirect Expenditure                  | <b>0</b>            | <b>32</b>              | <b>250</b>            | <b>218</b>               | <b>0</b>                 | <b>218</b>         | <b>12.8%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>0</b>            | <b>(32)</b>            | <b>(250)</b>          | <b>(218)</b>             |                          |                    |                |                         |
| <b>301 Civic Expenses</b>                      |                     |                        |                       |                          |                          |                    |                |                         |
| 1062 Fundraising                               | 279                 | 641                    | 0                     | (641)                    |                          |                    | 0.0%           |                         |
| Civic Expenses :- Income                       | <b>279</b>          | <b>641</b>             | <b>0</b>              | <b>(641)</b>             |                          |                    |                | <b>0</b>                |
| 4360 Chairman's Expenses                       | 0                   | 0                      | 60                    | 60                       |                          | 60                 | 0.0%           |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 4 APPENDIX A

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

## Cost Centre Report

|                                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-------------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4361 General Expenses                                 | 83                  | 18                     | 212                   | 194                      |                          | 194                | 8.5%          |                         |
| 4368 Fundraising - Exps/Distribn                      | 720                 | 869                    | 0                     | (869)                    |                          | (869)              | 0.0%          |                         |
| Civic Expenses :- Indirect Expenditure                | <b>803</b>          | <b>887</b>             | <b>272</b>            | <b>(615)</b>             | <b>0</b>                 | <b>(615)</b>       | <b>325.9%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                    | <b>(524)</b>        | <b>(246)</b>           | <b>(272)</b>          | <b>(26)</b>              |                          |                    |               |                         |
| 6000 plus Transfer from EMR                           | 720                 | 0                      |                       |                          |                          |                    |               |                         |
| 6001 less Transfer to EMR                             | 279                 | 0                      |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>(83)</b>         | <b>(246)</b>           |                       |                          |                          |                    |               |                         |
| <b>302 Better Burntwood incl. grants</b>              |                     |                        |                       |                          |                          |                    |               |                         |
| 4416 Better Burntwood expenditure                     | 22,770              | 15,011                 | 27,560                | 12,549                   |                          | 12,549             | 54.5%         |                         |
| 4417 External grant expenditure                       | 0                   | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%          |                         |
| 4760 S Sutton Bursary/Youth award                     | 2,000               | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%          |                         |
| Better Burntwood incl. grants :- Indirect Expenditure | <b>24,770</b>       | <b>15,011</b>          | <b>33,560</b>         | <b>18,549</b>            | <b>0</b>                 | <b>18,549</b>      | <b>44.7%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                                | <b>(24,770)</b>     | <b>(15,011)</b>        | <b>(33,560)</b>       | <b>(18,549)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR                           | 1,000               | 0                      |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>(23,770)</b>     | <b>(15,011)</b>        |                       |                          |                          |                    |               |                         |
| <b>310 Election Expenses</b>                          |                     |                        |                       |                          |                          |                    |               |                         |
| 4701 Election Expenses                                | 19,544              | 0                      | 10,600                | 10,600                   |                          | 10,600             | 0.0%          |                         |
| Election Expenses :- Indirect Expenditure             | <b>19,544</b>       | <b>0</b>               | <b>10,600</b>         | <b>10,600</b>            | <b>0</b>                 | <b>10,600</b>      | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                                | <b>(19,544)</b>     | <b>0</b>               | <b>(10,600)</b>       | <b>(10,600)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR                           | 9,544               | 0                      |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>(10,000)</b>     | <b>0</b>               |                       |                          |                          |                    |               |                         |
| <b>401 Burntwood Cemetery</b>                         |                     |                        |                       |                          |                          |                    |               |                         |
| 1000 Burial Fees/Licences/Headstone                   | 40,356              | 12,788                 | 29,680                | 16,892                   |                          |                    | 43.1%         |                         |
| 1001 Memorial wall plaques                            | 82                  | 261                    | 100                   | (161)                    |                          |                    | 261.0%        |                         |
| Burntwood Cemetery :- Income                          | <b>40,438</b>       | <b>13,049</b>          | <b>29,780</b>         | <b>16,731</b>            |                          |                    | <b>43.8%</b>  | <b>0</b>                |
| 4019 Employee costs                                   | 3,908               | 1,287                  | 4,092                 | 2,805                    |                          | 2,805              | 31.4%         |                         |
| 4163 General Office Expenses                          | 541                 | 222                    | 423                   | 201                      |                          | 201                | 52.5%         |                         |
| 4810 Gravedigging: Main Contractor                    | 7,080               | 2,300                  | 4,770                 | 2,470                    |                          | 2,470              | 48.2%         |                         |
| 4820 NNDR: Burntwood Cemetery                         | 1,493               | 1,643                  | 1,537                 | (106)                    |                          | (106)              | 106.9%        |                         |
| 4863 Other Maintenance and Services                   | 4,952               | 2,306                  | 5,300                 | 2,994                    |                          | 2,994              | 43.5%         |                         |
| 4864 Grounds maintenance                              | 9,700               | 524                    | 7,950                 | 7,426                    |                          | 7,426              | 6.6%          |                         |
| Burntwood Cemetery :- Indirect Expenditure            | <b>27,674</b>       | <b>8,282</b>           | <b>24,072</b>         | <b>15,790</b>            | <b>0</b>                 | <b>15,790</b>      | <b>34.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                    | <b>12,764</b>       | <b>4,767</b>           | <b>5,708</b>          | <b>941</b>               |                          |                    |               |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 4 APPENDIX A

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

## Cost Centre Report

|                                                           | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-----------------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>501 Capital Expenditure</b>                            |                     |                        |                       |                          |                          |                    |              |                         |
| 4903 CTMC purchase                                        | 240,000             | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| Capital Expenditure :- Indirect Expenditure               | <b>240,000</b>      | <b>0</b>               | <b>0</b>              | <b>0</b>                 | <b>0</b>                 | <b>0</b>           |              | <b>0</b>                |
| <b>Net Expenditure</b>                                    | <b>(240,000)</b>    | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |              |                         |
| <b>502 Chase Terrace Community Centre</b>                 |                     |                        |                       |                          |                          |                    |              |                         |
| 1079 CTCC room hire & other income                        | 83                  | 1,096                  | 13,500                | 12,404                   |                          |                    | 8.1%         |                         |
| Chase Terrace Community Centre :- Income                  | <b>83</b>           | <b>1,096</b>           | <b>13,500</b>         | <b>12,404</b>            |                          |                    | <b>8.1%</b>  | <b>0</b>                |
| 4022 NNDR                                                 | 0                   | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0%         |                         |
| 4023 Water Rates                                          | 0                   | 54                     | 0                     | (54)                     |                          | (54)               | 0.0%         |                         |
| 4055 Energy                                               | 41                  | 459                    | 0                     | (459)                    |                          | (459)              | 0.0%         |                         |
| 4065 CTCC cleaning & maintenance                          | 1,021               | 394                    | 4,000                 | 3,606                    |                          | 3,606              | 9.8%         |                         |
| 4066 CTCC administration                                  | 0                   | 0                      | 4,500                 | 4,500                    |                          | 4,500              | 0.0%         |                         |
| 4221 Insurance                                            | 0                   | 96                     | 1,000                 | 904                      |                          | 904                | 9.6%         |                         |
| Chase Terrace Community Centre :- Indirect<br>Expenditure | <b>1,062</b>        | <b>1,003</b>           | <b>13,500</b>         | <b>12,497</b>            | <b>0</b>                 | <b>12,497</b>      | <b>7.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                        | <b>(979)</b>        | <b>93</b>              | <b>0</b>              | <b>(93)</b>              |                          |                    |              |                         |
| Grand Totals:- Income                                     | <b>509,547</b>      | <b>456,763</b>         | <b>510,121</b>        | <b>53,358</b>            |                          |                    | <b>89.5%</b> |                         |
| Expenditure                                               | <b>715,403</b>      | <b>169,771</b>         | <b>508,239</b>        | <b>338,468</b>           | <b>0</b>                 | <b>338,468</b>     | <b>33.4%</b> |                         |
| <b>Net Income over Expenditure</b>                        | <b>(205,856)</b>    | <b>286,992</b>         | <b>1,882</b>          | <b>(285,110)</b>         |                          |                    |              |                         |
| plus Transfer from EMR                                    | <b>21,466</b>       | <b>0</b>               |                       |                          |                          |                    |              |                         |
| less Transfer to EMR                                      | <b>7,944</b>        | <b>0</b>               |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                     | <b>(192,334)</b>    | <b>286,992</b>         |                       |                          |                          |                    |              |                         |

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE  
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,  
BURNTWOOD ON MONDAY 15 JULY 2024 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Flanagan [in the Chair]  
Councillors Bacon, D Ennis, L Ennis, Galvin, Gittings, Hancox, Holdsworth and Willis-Croft

**In attendance**

Ms Minor, Deputy Clerk

**PUBLIC FORUM**

No questions were raised by members of the public.

**7. APOLOGIES FOR ABSENCE**

Councillor Bullock [Work Commitments]  
Councillor S Taylor [Personal Reasons]

The reason for the apologies were approved.

**8. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS**

Councillor Galvin declared a non-pecuniary interest in planning application 24/00670/FUH – 37 Water Street [erection of a single storey rear extension and two storey side extension] and took no part in the discussion.

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

**9. MINUTES**

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

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

**RESOLVED** That the Minutes of the Planning and Development Committee Meeting held on 17 June 2024 [Minute Nos. 1-6] be approved as a correct record.

**10. INFORMATION FROM THE MINUTES**

**Lidl**

Councillor Flanagan referred to the email sent to all Members of the Council on 21 June 2024 detailing a public consultation exercise being carried out by Rapleys LLP to seek

views of residents on Lidl's proposal to erect a new food store in Burntwood. The email also included a Public Consultation Leaflet which set out the site location, layout plan of the store etc. Councillor Flanagan confirmed that representatives from Rapleys LLP had been invited to attend this Committee Meeting but unfortunately, they were unable to attend.

Councillor D Ennis confirmed, as Chasetown Ward Member, he had sent a response to Rapleys LLP regarding the maintenance of the access island and safe pedestrian access to Morrisons.

It was **AGREED** that once the application had been received by the Deputy Clerk then representatives from Lidl would be invited to this Committee.

## 2 Eights Croft

Councillor Flanagan referred to Minute No. 5 – Planning Applications [17 June 2024 refers] and in particular [e] which referred to planning application 24/00625/FUH – 2 Eights Croft [erection of boundary fence]. He informed Members that an amendment had been received which related to the amendment to the red line on the location plan submitted. Following a debate it was **AGREED** that the following comments would be submitted to the Local Planning Authority "Objection: Burntwood Town Council suggest this application is Refused until such time as a plan of the extent of the highway maintainable at the public's expense [HMPE] on Stables Way is received and Staffordshire County Council has been reconsulted and their comments are known and that the height of the fence is provided. The Town Council asks that they are reconsulted once the information is known".

## 11. PLANNING APPLICATIONS

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

- |     |              |                          |                                                    |                                                                                     |
|-----|--------------|--------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------|
| (a) | 24/00642/FUH | Boney Hay<br>and Central | Mr Crook<br>43 Blenheim Road<br>Burntwood          | Dormer roof<br>refurbishment,<br>internal alterations<br>and rebuild front<br>porch |
|     |              |                          |                                                    | No objection.                                                                       |
| (b) | 24/00670/FUH | Chase<br>Terrace         | Mr and Mrs Stanley<br>37 Water Street<br>Burntwood | Erection of a single<br>storey rear extension<br>and two storey side<br>extension   |

Having declared a non-pecuniary interest, Councillor Galvin took no part in the discussion.

No objection, in principle, however the Local Planning Authority to ensure that the proposed two storey side extension does not infringe on the neighbours 'right to light' and that the proposed single storey rear extension complies with Building Regulations [size/footprint].

- |     |              |                  |                                          |                                                                              |
|-----|--------------|------------------|------------------------------------------|------------------------------------------------------------------------------|
| (c) | 24/00546/FUH | Chase<br>Terrace | Mr Evans<br>8 Leander Close<br>Burntwood | Erection of front<br>porch extension and<br>entrance gate for<br>rear access |
|-----|--------------|------------------|------------------------------------------|------------------------------------------------------------------------------|

No objection.

- |     |               |           |                                                                                                                                                         |                                                                                                                                                      |
|-----|---------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| (d) | 24/00562/FULM | Chasetown | LCP Properties Limited<br>Land to the West of Cannock<br>Road and<br>North of Robin Road<br>Burntwood Business Park<br>Zone 3, Cannel Road<br>Burntwood | Section 73<br>application to vary<br>condition 18 of<br>permission<br>22/01225/FULM<br>relating to operating<br>hours for block C<br>[C1, C2 and C3] |
|-----|---------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection, in principle, however the Local Planning Authority to ensure that the applicant submits a noise management plan to confirm how noise from the extended operating hours will be controlled.

- |     |              |                                  |                                                               |                                                                   |
|-----|--------------|----------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------|
| (e) | 24/00617/FUL | Summerfield<br>and All<br>Saints | Bromford Housing<br>4, 97, 99 and 121 Cedar Road<br>Burntwood | Installation of<br>external wall<br>insulation to 4<br>properties |
|-----|--------------|----------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------|

No objection.

- |     |              |  |                                                              |                                                                                      |
|-----|--------------|--|--------------------------------------------------------------|--------------------------------------------------------------------------------------|
| (f) | 24/00506/CLE |  | Storebox Limited<br>Land adjacent<br>Plant Lane<br>Burntwood | Lawful Development<br>Certificate [Existing]:<br>Use of site as<br>container storage |
|-----|--------------|--|--------------------------------------------------------------|--------------------------------------------------------------------------------------|

The Town Council asks that the application not be determined until further information is provided [in order to make a valid decision] such as how many containers will be located on the site and how they are to be stacked.

- |     |              |           |                                                    |                                                                                                                                                                                                                                                                                            |
|-----|--------------|-----------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (g) | 24/00733/FUH | Highfield | Mr and Mrs Jenner<br>155 Rugeley Road<br>Burntwood | Demolition of existing<br>conservatory and<br>erection of single<br>storey front, side and<br>rear extensions with<br>associated internal<br>alterations to create<br>an enlarged living<br>room, enlarged<br>home office/guest<br>bedroom, utility room<br>and open plan<br>kitchen/diner |
|-----|--------------|-----------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection, in principle, however the Local Planning Authority to ensure that the proposal complies with Green Belt criteria.

## 12. BURRT UPDATE

**RESOLVED** That the report of activities be noted.

[The Meeting closed at 6.32 pm]

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE  
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,  
BURNTWOOD ON TUESDAY 20 AUGUST 2024 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor L Ennis [in the Chair]  
Councillors Bacon, Bullock, D Ennis, Galvin, and Willis-Croft

**In attendance**

Ms Minor, Deputy Clerk  
One member of the public  
Mr Canning, Senior Acquisitions Consultant, Lidl  
Mr Wheelwright, Associate Partner, Rapleys LLP

**STANDING ORDER 1. – MEETING O)**

The Deputy Clerk referred to the Town Council's Standing Orders and in particular No. 1. – Meeting – o) (The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair if present, shall preside. If both the Chair and the Vice Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting) and Members were asked to nominate. It was proposed by Councillor D Ennis, seconded by Councillor Bullock, and following a unanimous show of hands it was

**RESOLVED** That Councillor L Ennis be elected Chair for this meeting in accordance with Standing Orders.

**PLANNING APPLICATION 24/00843/FULM – LIDL**

Councillor L Ennis welcomed Mr Robin Canning, Senior Acquisitions Consultant at Lidl and Mr Daniel Wheelwright, Associate Partner at Rapleys LLP. Mr Canning explained that as part of his role he was responsible for looking for suitable sites within the Midlands area.

Councillor D Ennis referred to the public consultation exercise [leaflet] which had already been carried out by Rapleys LLP which sought the views of residents on Lidl's proposal to erect a new food store in Burntwood. In summary, Councillor D Ennis referred to the condition of the McDonalds/ Morrisons island which is not being currently maintained and is unsafe. He also referred to the need for a proper pedestrian/cycle strategy so that member of the public could walk to Morrisons and Lidl safely.

Mr Canning explained that the island was unadopted and it seemed to be several parties responsibility. Councillor D Ennis pointed out that contractually, it was Morrisons responsibility and Mr Canning confirmed that Lidl would join that 'responsibility' but would not take on sole responsibility.

Councillor Bacon referred to the number of disabled parking bays and Mr Canning confirmed that there was seven disabled parking bays on the plan which were located near to the front entrance.

Councillor Galvin referred to his role at Lichfield District Council in relation to Waste, Recycling, Ecology, and Climate Change and asked about sustainability and the access from Cannock

Road. Mr Canning confirmed that solar panels would be installed together with a number of electric charging points and secure bike racks. Councillor D Ennis also referred to the walk way leading from the Cannock Road to Lidl. Mr Canning understood that a planning application had been submitted and that talks had taken place with McCarthy Stone to ensure that the walk way would join up.

Councillor Willis-Croft referred to noise levels and asked if this would be kept to a minimum. Mr Canning confirmed that as the site was clear no demolition works were needed and it was proposed that the store would be completed within a 35 week build programme. Mr Wheelwright explained that a Construction Management Scheme would be purchased.

(Mr Canning and Mr Wheelwright left the meeting)

## **PUBLIC FORUM**

No questions were raised by members of the public.

### **13. APOLOGIES FOR ABSENCE**

Councillor Flanagan [Work Commitments]  
Councillor Gittings [Unwell]  
Councillor Hancox [Other Commitments]  
Councillor Holdsworth [Work Commitments]  
Councillor S Taylor

The reasons for the apologies were approved.

### **14. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS**

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

### **15. MINUTES**

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

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

**RESOLVED** That the Minutes of the Planning and Development Committee Meeting held on 15 July 2024 [Minute Nos. 7-12] be approved as a correct record.

### **16. INFORMATION FROM THE MINUTES**

Councillor L Ennis referred to Minute No. 11 [b] [15 July 2024] in respect of planning application 24/00670/FUH – 37 Water Street – Erection of a single storey rear extension and two storey side extension and confirmed that even though the Committee had no objection, in principle, the Local Planning Authority refused the application on 07 August 2024 for the following reasons:

1. The design of the two-storey side extension does not 'sit comfortably' within the street scene . Whilst set back over the existing side extension it would be still be clearly legible from within the streetscene and the resulting design appears visually discordant and therefore the resulting works would neither respect, protect or enhance the prevailing character of the setting or the distinctiveness of the street scene contrary to Core Policy 3 and Policy BE1 of the Lichfield Local Plan Strategy , Policy B5 of the Burntwood Neighbourhood Plan, the guidance in the Sustainable Design and Development SPD and the NPPF.

2. The proposed works do not positively reflect good design as the appearance of the extensions are considered visually disruptive, incongruous and do not 'respect' the design and character of the main house by way of the roofline and dormers. Given these concerns the works are considered unacceptable and contrary to Core Policy 3, Policy BE1 of the Lichfield Local Plan Strategy, Policy B5 of the Burntwood Neighbourhood Plan, the guidance in the Sustainable Design and Development SPD and the NPPF .

## 17. PLANNING APPLICATIONS

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

- |     |              |           |                                              |                                                            |
|-----|--------------|-----------|----------------------------------------------|------------------------------------------------------------|
| (a) | 24/00326/FUH | Highfield | Mr Boddison<br>7 Cheshire Close<br>Burntwood | Installation of rooflights to the side and rear elevations |
|-----|--------------|-----------|----------------------------------------------|------------------------------------------------------------|

No objection.

- |     |               |           |                                                                                                 |                                                                                                                                                                                                                                                |
|-----|---------------|-----------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (b) | 24/00762/OUTM | Chasetown | BB Care Burntwood Ltd<br>Former site of<br>Bridge Cross Garage<br>Cannock Road<br>Chase Terrace | Outline planning application (all matters reserved except landscaping) for the erection of three storey, 72 bed dementia care home with community hub room and associated car parking/access arrangements (landscaping matters to be reserved) |
|-----|---------------|-----------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

BTC OBJECTION in principle as the proposal is contrary to the Burntwood Neighbourhood Plan which was adopted by constituents of Burntwood in June 2021.

- |     |              |                       |                                                     |                                                                                                            |
|-----|--------------|-----------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| (c) | 24/00748/FUH | Boney Hay and Central | Mr and Mrs Thomas<br>79 Boney Hay Road<br>Burntwood | Erection of a first-floor extension above existing side garage and erection of a two-storey rear extension |
|-----|--------------|-----------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------|

No objection in principle however the Local Planning Authority is to ensure that a Preliminary Roost Assessment, as requested by the Ecology Team, is carried out by a suitably qualified ecologist prior to the application being determined.

- |     |              |           |                                                |                                                                                            |
|-----|--------------|-----------|------------------------------------------------|--------------------------------------------------------------------------------------------|
| (d) | 24/00799/FUH | Chasetown | Mr and Mrs Yates<br>4 Howdle Road<br>Burntwood | Retrospective planning permission for installation of a porch to the front of the property |
|-----|--------------|-----------|------------------------------------------------|--------------------------------------------------------------------------------------------|

No objection.

- |     |              |           |                                           |                                                                                      |
|-----|--------------|-----------|-------------------------------------------|--------------------------------------------------------------------------------------|
| (e) | 24/00732/FUH | Chasetown | Mr Clayton<br>23 Follows End<br>Burntwood | Retention of front car parking spaces, front path, and erection of perimeter fencing |
|-----|--------------|-----------|-------------------------------------------|--------------------------------------------------------------------------------------|

No objection.

- |     |               |           |                                                                         |                                                                                                                                                                                                                 |
|-----|---------------|-----------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (f) | 24/00718/FULM | Chasetown | McCarthy Stone<br>Land to the South of<br>Cannock Road<br>Chase Terrace | Full planning application for the development of 51 no. retirement apartments [use class C3] including a new vehicular access, new pedestrian accesses, car parking, landscaping, and associated infrastructure |
|-----|---------------|-----------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

BTC OBJECTION in principle as the proposal is contrary to the Burntwood Neighbourhood Plan which was adopted by constituents of Burntwood in June 2021.

- |     |              |               |                                              |                                                                                                                 |
|-----|--------------|---------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| (g) | 24/00866/FUH | Chase Terrace | Mrs McDonald<br>67 Water Street<br>Burntwood | Erection of side extension, conversion of existing garage, demolition of conservatory and installation of porch |
|-----|--------------|---------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------|

No objection.

- |     |               |           |                                                                                                                             |                                                                                                               |
|-----|---------------|-----------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| (h) | 24/00843/FULM | Chasetown | Lidl Great Britain Ltd & L&C Estates Limited<br>Land rear of former<br>Bridge Cross Garage<br>Cannock Road<br>Chase Terrace | Erection of a discount food store [use class E] with access, parking, landscaping, and other associated works |
|-----|---------------|-----------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

No objection in principle however the Local Planning Authority to ensure that a proper maintenance scheme is in place in respect of the island serving both McDonalds, Morrisons and Lidl and that a proper pedestrian strategy is put in place to ensure the safety of members of the public when walking to Morrisons and Lidl.

- |     |              |           |                                             |                                                 |
|-----|--------------|-----------|---------------------------------------------|-------------------------------------------------|
| (i) | 24/00821/FUH | Highfield | Mr Townill<br>8 Gettings Close<br>Burntwood | Two storey side extension with roof alterations |
|-----|--------------|-----------|---------------------------------------------|-------------------------------------------------|

No objection.

**18. BuRRT UPDATE**

**RESOLVED** That the report of activities be noted.

[The Meeting closed at 6:38 pm]

Signed .....

Date .....

**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 80<sup>th</sup> 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 .....

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE  
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,  
BURNTWOOD ON THURSDAY 05 SEPTEMBER 2024 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Evans [in the Chair]

Councillors D Ennis, R Ennis [from 6.03pm], Gittings, P Taylor, Tranter, Willis-Croft and Wittstock

**In attendance**

Ms J Minor, Deputy Clerk

Ms K Horner, Community Development and Engagement Officer

**PUBLIC FORUM**

No questions were raised by members of the public.

**14. APOLOGIES FOR ABSENCE**

Councillor Coe MBE [Unwell]

Councillor Holdsworth [Family Commitments]

Councillor Kirkham [Work Commitments]

Councillor S Taylor [Unwell]

The reasons for the apologies were approved.

**15. DECLARATIONS OF INTEREST AND DISPENSATIONS**

As Chair of the Trust for 2<sup>nd</sup> Chasetown Scout Group, Councillor D Ennis declared a non-pecuniary interest in Agenda Item No. 6 i. – Better Burntwood Fund and took no part in the discussion.

**16. MINUTES**

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 16 July 2024.

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

**RESOLVED** That the Minutes of the Community and Partnerships Committee held on 03 July 2024 [Minute Nos. 1-13] be approved as a correct record.

**17. INFORMATION FROM THE MINUTES**

There was no information arising from the minutes.

## **18. COMMUNITY ENGAGEMENT**

### **Dementia Friendly Walk**

The Community Development and Engagement Officer reported that the dementia friendly walk will be going ahead again this year on Sunday 06 October from Chasewater Innovation Centre. The walk aims to raise funds and awareness of dementia, and she encouraged Members to attend and/or promote the walk. The Dementia Friendly Walk is a partnership effort with other local organisations, and Home Instead Cannock and Burntwood have again sponsored the medals for walkers.

### **Burntwood Dementia Friendly Community Group**

The Community Development and Engagement Officer explained that the Burntwood Dementia Friendly Community group continues to work to raise awareness and support people living with dementia locally. The Town Council were instrumental in establishing this group led by Councillor Evans and have supported it's development over the last 4 years by providing administrative support, but she explained that the Town Council would be passing this responsibility over to another member of the group, Home Instead Cannock and Burntwood. Councillors are encouraged to continue to attend as the Town Council will remain an active and supportive member of the group.

### **Burntwood Town Council Student Award in Memory of Stephen Sutton MBE**

Further to Minute No. 10 – Burntwood Town Council Student Award in Memory of Stephen Sutton MBE [03 July 2024 refers] the Student Award will be reopened for applications from Monday 09 September, and the closing date is Sunday 27 October. One award is available this year, and the Community Development and Engagement Officer has undertaken promotion with the local schools.

### **Chase Terrace Community Centre**

The Community Development and Engagement Officer confirmed that contractors were now on site at Chase Terrace Community Centre and while the Centre will be overseen by the Policy and Resources Committee, the Community Development and Engagement Officer highlighted the progress made within the Centre as the Town Council will soon be promoting it to community partners for hire and looking to plan an open day once building works are complete.

### **Lichfield Garrick Theatre**

The Community Development and Engagement Officer explained that the consultation phase of the 3-year partnership with Lichfield Garrick Theatre had now closed and Jonny McClean (Head of Community Engagement, Lichfield Garrick Theatre) and the Community Development and Engagement Officer would be looking through the feedback and putting together a programme of creative activities which would be presented to Councillors. The Burntwood Youth Theatre groups at Erasmus Darwin Academy and Chase Terrace Academy joined together over the summer holiday and have been working on a play which will be performed in October. The date will be shared with Councillors who will be invited to attend. The Town Council and the Lichfield Garrick Theatre have also launched Park Bench Performances, placing QR codes in Burntwood parks in the autumn where residents can access a playlist of locally written poetry, short stories, and scenes from plays. Residents are being asked to produce and share their own work with the Garrick Theatre for inclusion on the playlists.

Councillor Evans confirmed that Lichfield Garrick Theatre had attended the Play in the Parks event held on Wednesday 07 August at Elder Lane Park. The children had really enjoyed interacting with the Garrick Staff.

### **Lichfield District Council - UK Shared Prosperity Funds**

The Community Development and Engagement Officer explained that she, along with Councillor D Ennis had met with Lee Eteo, Town Centres Manager from Lichfield District Council to discuss the challenges Burntwood faces with smaller retail areas and no defined town centre. She confirmed that Lichfield District Council have committed to undertaking works to tidy up and make improvements to some of the retail areas over the coming months funded by UK Shared Prosperity Funds.

Councillor D Ennis confirmed that he had attended a fundraising event held at Burntwood Rugby Club to raise funds for their pitch. He confirmed that he had also attended an event in the Burntwood Breast Care Memorial Area in the grounds of Burntwood Memorial Hall, where two more plaques had been added to their bench. Councillor D Ennis referred to a Board Games Group which had started today and which he had attended at Burntwood Library. The Group runs every Thursday from 1pm to 3pm.

Councillor P Taylor referred to the regular cinema afternoons held at Burntwood Memorial Hall and explained that since an article had appeared in the Lichfield and Burntwood Independent the audience had increased. He explained that following a grant from the Town Council and the Noel Sweeney Foundation new equipment had been purchased and he asked if anyone wanted to forward to him an advert/graphic promoting a local event/organisation as he could promote this before the film is shown.

## **19. BETTER BURNTWOOD FUND**

Councillor Evans referred to Minute No. 6.1 Better Burntwood Fund – Burntwood Swimming Club [03 July 2024 refers] and confirmed that Mr Bates from the Swimming Club had thanked the Town Council for the grant.

### **19.1 2<sup>nd</sup> Chasetown Scout Group**

Having declared a non-pecuniary interest, Councillor D Ennis took no part in the discussion.

Members were informed that 2<sup>nd</sup> Chasetown Scout Group were a new scout group in Chasetown who could take up to 156 young people aged between 4 to 18 years from the local community.

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

**RESOLVED** That a grant of £500 be awarded to 2<sup>nd</sup> Chasetown Scout Group towards the purchase of tents and cooking equipment.

### **19.2 Chasetown Youth Disability**

Members were informed that Chasetown Youth Disability run weekly football sessions for children with learning disabilities allowing them to access football sessions in a safe and comfortable environment. Currently they had up to 20 participants registered aged from 5-14 years.

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

**RESOLVED** That a grant of £500 be awarded to Chasetown Youth Disability towards the purchase of facilities, equipment, and kit.

## **20. BURNTWOOD LIONS WHITE GOODS SCHEME UPDATE**

The Community Development and Engagement Officer referred to Minute No. 58 [06 March 2024 refers] where the Committee resolved that a quarterly report would be completed by Burntwood Lions which would provide the Committee with further insight into the support received by residents including anecdotal information. She confirmed that Lich. C&F in the report referred to Lichfield Children & Families Department - Social Services.

Councillor Tranter felt that the report which included case studies was an excellent idea.

Councillor D Ennis referred to Minute No. 41 [29 January 2024 refers] where he had confirmed that, after speaking to a representative from Bromford, that Bromford would be looking into the possibility, from April 2024, of contributing towards the White Goods Scheme as they had funds for this type of work. This was still to be confirmed.

Councillor P Taylor felt that the 'whole' of the postcode in the report was not needed as this could potentially identify the recipient and it was **agreed** to only include WS7 in future reports.

## **21. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2024**

The Deputy Clerk gave an update on the current situation. It was **agreed** that Got 2 Sing Choir would be approached again. Councillor P Taylor suggested that the Town Council may need to source some form of amplification equipment to ensure that the Choir could be heard.

## **22. REVIEW OF THE BURNTWOOD WAKES FESTIVAL 2024 AND THE PLAY IN THE PARKS 2024**

Councillor D Ennis felt that the Wakes held on 20 July had been the best event for a long time due to the dry weather. Councillor Evans felt that the Play in the Parks events had also been extremely successful. Members thanked the sponsors and officers and it was **agreed** that an email would be sent to sponsors.

**RESOLVED** That the content of the report be noted and the Committee supports, in principle, the continuation of the Burntwood Wakes Festival and Play in the Parks for 2025.

*Post Note*

*The budget and precept for 2025/26 will be discussed and agreed by Full Council on 12 November 2024.*

## **23. FUTURE WAKES ADMINISTRATION**

Councillor D Ennis explained that the purpose of the report was to consider possible changes to how the Wakes Festival event is organised. It was hoped that perhaps

more voluntary organisations may be given the opportunity to become more involved by establishing an independent organising committee. He referred to an event organised by Primitas Learning Partnership which was held on 03 July 2024 at Erasmus Darwin Academy titled 'PrimiFest' which included live music [stage], food, games, activities etc and the knowledge that that organisation would have in organising such an event. Councillor D Ennis also referred to the Tara Group and the sponsorship and volunteers they currently provide to help out with giving out the packed lunches. He said that the 'groups' invited to be part of the independent organising committee would be targeted for the 1<sup>st</sup> year.

Councillor Wittstock queried the sustainability of the event and if the changes proposed did not work would there be an opportunity to bring it back in house. Councillor D Ennis confirmed absolutely and that the Town Council would still be providing funding [*the budget and precept for 2025/26 will be discussed and agreed by Full Council on 12 November 2024*].

Councillor P Taylor felt that this was a good idea in the short term however in the long term perhaps the Town Council could set up a Community Interest Company [CIC]. Councillor P Taylor expressed that an independent organising committee needed to be established quickly and this needed to be reported back to this Committee on 07 November 2024 and not 22 January 2025.

It was **agreed** that the Deputy Clerk would check that there was no clashes with the proposed date of Saturday 19 July 2025. The Community Development and Engagement Officer confirmed that Pride is being held on 26 and 27 July 2025.

**RESOLVED** That

- i. The content of the report be noted.
- ii. Members authorise the Town Clerk and Deputy Clerk to establish an independent organising committee as described [of which Burntwood Town Council will remain the lead body, comprised of 3 Councillors (the Chair or Vice Chair to be the Chair of Community and Partnerships Committee), 7 invited members of the community and one Officer to support with the administrative, financial, and booking tasks].
- iii. Saturday 19 July 2025 be agreed as the date for the next Burntwood Wakes Festival.

## **24. EXCLUSION OF THE PRESS AND PUBLIC**

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

## **25. CONFIDENTIAL MINUTES**

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Confidential Minutes and that the Confidential Minutes had been approved at Full Council on 16 July 2024.

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

**RESOLVED** That the Confidential Minutes of the Community and Partnerships Committee held on 03 July 2024 [Minute Nos. 11-13] be approved as a correct record.

[The Meeting closed at 6.52 pm]

Signed .....

Date .....