



The Old Mining College
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Our Ref: SL/JM

30 October 2024

To: All Members of the Policy and Resources Committee

Councillors Galvin (Chair), Norman (Vice-Chair), Bacon, Banevicius, D Ennis, Evans, Hancox, Ho, P Taylor, Tranter, Wiffstock and Woodward

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet on **Wednesday 06 November 2024 at 6:00 pm** in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely

Steve Lightfoot
Town Clerk

PUBLIC FORUM

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

3. MINUTES

To approve as a correct record the Minutes of a meeting of the Policy and Resources Committee held on 11 September 2024 (Minute Nos. 12-22) **(ENCLOSURE NO. 1)**.

4. SCHEDULE OF PAYMENTS

To approve the Schedule of Payments **(ENCLOSURE NO. 2A AND 2B)**.

5. PHOTOCOPIER

This is for information purposes only and no decision is required by the Committee **(ENCLOSURE NO. 3)**.

6. WORKS PROGRAMME

Councillors are asked to review the works programme **(ENCLOSURE NO. 4)**.

7. SAFEGUARDING POLICY

Members are asked to review the Safeguarding Policy **(ENCLOSURE NO. 5 AND APPENDIX A)**.

8. CHASE TERRACE COMMUNITY CENTRE – PROPOSED ROOM HIRE CHARGES

Members are asked to note the content of the report and authorise the Town Clerk to engage with partners and potential user groups to determine whether these rates are acceptable to them **(ENCLOSURE NO. 6 AND APPENDIX A)**.

9. LICHFIELD DISTRICT LOCAL PLAN 2022-2043

This is for information purposes only and no decision is required by the Committee **(ENCLOSURE NO. 7)**.

10. LIMITLESS PROPOSAL FOR BURNTWOOD'S CULTURAL STRATEGY

Members are asked to consider the Limitless Proposal and make a recommendation to Full Council on how to proceed **(ENCLOSURE NO. 8 AND APPENDIX A)**.

11. COMMUNICATIONS STRATEGY AND BRAND GUIDELINES

Members are asked to agree BTC'S Values and Key Messages (Appendix A, page 2) and approve the document and its implementation **(ENCLOSURE NO. 9 AND APPENDIX A)**.

12. REVIEW OF BURNTWOOD CEMETERY RULES AND REGULATIONS

Members are asked to consider the recommendations contained in the report
(ENCLOSURE NO. 10 AND APPENDIX A, APPENDIX B AND APPENDIX C).

13. DRAFT BUDGET 2025/26

Members are asked to consider the draft budget (which is work in progress and subject to change) and make any recommendations to Full Council. The final version will be approved at Full Council on 20 January 2025 **(ENCLOSURE NO. 11).**

14. 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.

15. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of a meeting of the Policy and Resources Committee held on 11 September 2024 (Minute Nos. 20-22) **(ENCLOSURE NO. 12 – PINK).**

PUBLIC FORUM

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

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**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 11 SEPTEMBER 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward (in the Chair)
Councillors Bacon, Evans, Hancox, P Taylor, Norman, Tranter and Wittstock

In attendance

Ms J Minor, Deputy Clerk
Ms James, Finance Officer

PUBLIC FORUM

No questions were raised by members of the public.

12. APOLOGIES FOR ABSENCE

Councillor Banevicius [Work Commitments]
Councillor D Ennis [Unwell]
Councillor Flanagan [Work Commitments]
Councillor Ho [Work Commitments]

The reasons for the apologies were approved.

13. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

14. MINUTES

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

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

RESOLVED That the Minutes of the Policy and Resources Committee held on 17 July 2024 (Minute Nos. 1-11) be approved as a correct record.

15. FURTHER REVIEW OF EARMARKED RESERVES

Councillor Woodward explained that this item had been brought back to the Committee following an email received from the Finance Officer which referred to two decisions recorded in the Minutes that the Finance Officer thought needed to be amended or required extra detail to enable them to be implemented in the accounts. Councillor Woodward felt that whilst Members had previously considered

each item as conscientiously as possible, they had not been given sufficient guidance or steers.

9. – Civic Expenses/Charity Fundraising & 10. – SCAMP Maintenance

The Finance Officer explained that the previous Minutes recorded agreement to move £272 from the Civic Expenses/Charity Fundraising EMR to the SCAMP EMR. However, the £272 was the money raised [to end 23/24] for Burntwood Be A Friend and that, plus the additional charity money recorded in early 24/25, formed the £500 donated to Burntwood Be A Friend. The Finance Officer stated that the money in the Charity Fundraising EMR must be retained for that purpose and suggested perhaps that Civic Expenses could be dropped from the EMR name as, in practice during her time at the Town Council, it had always just held charity money. Members were informed that there was still money allocated for Civic Expenses in the approved budget for 24/25 (under Cost Centre 301). It was **agreed** by Councillor Evans and seconded by Councillor Wittstock that [a] the words 'Civic Expenses' be removed from the EMR title and that the ring-fenced charity funds be kept in that Earmarked Reserve (to enable the Burntwood Be A Friend donation to be correctly accounted) and [b] the SCAMP Maintenance EMR should only be increased by the previously agreed transfer from 8. - Defibrillators.

3. – Town Strategy

The Finance Officer referred to the previous Minutes that recorded a proposed increase in the Town Strategy EMR to £100,000. However, it was not clear why. If the increase was to be taken from General Reserves then those reserves would be at a lower level than at 31 March, which is contrary to one of the objectives of the review to increase them to cover at least 3 months of normal expenditure. The releases from 11. - Events and 14. – Bus Shelters only add £17,552 so that would mean a net reduction of £2,696, when we were looking for a net increase of around £20,000.

Councillor P Taylor explained that there is a requirement for General Reserves to cover 3 months of revenue expenditure for security whilst EMRs need to be held for identifiable purposes and projects. There could be a small increase in General Reserves by the end of the current financial year anyway, if the underspend of nearly £2,000 in the budget materialised.

The Finance Officer said that having money in General Reserves can give the Council more flexibility. Members can agree to move money from EMRs into General Reserves but there is nothing to say that it cannot be moved back if required. It was **agreed** that the decision made at the last meeting regarding increasing the Town Strategy to £100,000 be reversed, with the balance retained at £79,752 for now, pending the planned review of the Town Strategy. It was **agreed** by Councillor Bacon and seconded by Councillor P Taylor that amounts of £11,838 from 11. – Events and £5,714 from 14. – Bus Shelters - be moved into General Reserves, as previously agreed at the July meeting.

The Finance Officer confirmed that a report would, as annually, go to Full Council on 24 March 2025 asking the Council to review its Earmarked Reserves and to decide whether any further funds should be moved into, or taken out of, Earmarked Reserves at year end.

16. SCHEDULE OF PAYMENTS

Councillor Woodward referred to payments no. 6 and 109 made to MB Office Systems Limited in respect of photocopier charges for June-24 and July-24 and asked if this was still value for money. Councillor P Taylor asked if the current leasing contract and

price per mono copy and colour copy were still relevant as it may now be cheaper to buy a printer.

It was **agreed** that a brief report, produced by the Town Clerk, would be brought to the next Committee detailing the end date of the current leasing contract, usage, cost per mono/colour copy, value for money etc.

Councillor Woodward referred to payment no. 59 made to Staffordshire Parish Councils' Association and Minute No. 7 [17 July 2024 refers] where it was resolved that a review would take place after 12 months. Councillor Woodward also asked that this would be diaried before the next payment was due. The Deputy Clerk confirmed that the SPCA Chairman would be attending the Full Council meeting on 12 November 2024 to formally welcome the Town Council into the membership and talk about the benefits. The Deputy Clerk confirmed that the Chair of Council was happy for him to attend.

Councillor Norman referred to payment no. 108 made to Chase Engraving Centre and Members were informed that this payment referred to Confidential Agenda Item 11.

Councillor Tranter referred to payment no. 97 made to Festival Glitter. The Deputy Clerk confirmed that this referred to the eight Play in the Parks Events held during the summer school holidays [£200 per event] and the Wakes Festival held on 20 July 2024 [£180].

RESOLVED That the schedule of payments from 12 July 2024 to 30 August 2024 in the sum of £60,422.91 and the Petty Cash Spend from 20 July 2024 to 28 August 2024 be approved and noted.

17. BRIGHTER BURNTWOOD – PLANTING SCHEMES

Councillor Norman gave a summary of the current situation explaining that the County Council had shown very little interest in any scheme suggested and had insisted that a 'licence to plant' would need to be applied for with no guarantee of acceptance. He explained that permission from EON [who have a Service Level Agreement with Staffordshire County Council] had not yet been sought to enable the Town Council to place hanging baskets on lampposts.

Wildflower Meadow/Bedding Plant Installation

With regard to the wildflower meadow at Sister Dora Avenue, Councillor P Taylor said that he recalled that one of the reasons for undertaking the wildflowers in the first place was to deter parking of vehicle[s] on the grassed area and that there had been positive reviews on social media. It was **agreed** that the wildflower meadow at Sister Dora Avenue be maintained after the seed drops, and if necessary, add more suitable seeds to increase the chance of improving colour, and winter maintenance to make sure the flowers can thrive [LDC Officers estimate the cost to be £500 depending on the mix of seeds selected].

Councillor Woodward explained that the Town Clerk had suggested other suitable sites around the town [i.e. junction of Norton Lane and Lichfield Road by the Town Council's Welcome Signage, junction of Oakdene Road and Springhill Road, and near roundabout at top of High Street, Chasetown and A5190] which may be suitable for wildflower/bedding plant meadows and Councillor Norman asked if the area on the corner of High Street/Rugeley Road, Chase Terrace [opposite Robinsons Corner] could also be considered. It was **agreed** that this would be delegated to the Town Clerk and Councillor Norman.

Stables Way Community Woodland

Members were informed that initially it looked like the planting had failed and the saplings had not established. However, following the removal of the plastic shields and stakes [giving the saplings a better chance to thrive] by BuRRT it looks like around 60% have survived. Some work needs to be undertaken as soon as possible to trim grass around the saplings to ensure that they will not be strangled [this is likely to be too large a task for BuRRT]. Councillor Woodward asked if the emails to Mercian Labels had been followed up by a telephone call as she was concerned that autumn was fast approaching. It was **agreed** that this should be followed up as a matter of urgency because of the imminent planting season along with Councillor Norman's offer to meet with Mercian Labels representatives.

Hanging Basket

With regard to placing hanging baskets on lampposts it was **agreed** that this matter would be held in abeyance pending further enquiries.

Councillor Woodward referred to Minute No. 5 [17 July 2024 refers] where Councillor Banevicius had referred to the hanging baskets at Chase Terrace Shopping Centre which were faded and felt that the artificial flowers needed to be removed. The Deputy Clerk confirmed that BuRRT had investigated to see if they could be removed however the hanging baskets were on private property and Councillor Woodward asked if MAP Properties could be contacted to gain permission for their removal and this was **agreed**.

Planter Boxes

Members referred to the large planter placed near Burntwood Library which was showing signs of decay and rotting. The Deputy Clerk informed Members that LDC does not have the tools or equipment to be able to replace this and it is unclear who initially had it installed on behalf of the Town Council. If it helps LDC could ask their maintenance contractor who they use if they could provide a quote to supply and install a new one when the existing summer bedding has finished. Councillor Woodward recalled that she thought that this was funded as part of the Single Regeneration Budget improvements.

Councillor Norman referred to the planters outside of the County Council building in Stafford and asked if the large wooden planter near the Library could be replaced with say a three-tier planter, something which gives an impact at the Town Council costs. It was **agreed** that the Town Clerk would obtain quotations for the removal of the planter outside of the Library and a three-tier planter.

LDC Project – High Street Improvements & SCC Environmental Teams

Councillor Woodward referred to an email which had been sent to all Members on 09 September 2024 by the Community Development and Engagement Officer. LDC have recently appointed a Town Centre's Manager to look at what the District Council can do in the short term to make some small improvements to Sankey's Corner, Chasetown High Street, Ryecroft Shops, Swan Island and Morley Road [with landlord consent]. The project will be delivered in two phases. Phase 1 – high street maintenance – cleaning, weeding, and repairing [September-October 2024] and Phase 2 – high street improvements – introduction of foliage, paint, and street furniture [September-December 2024].

Councillor Woodward also referred to the resurrection of the former Neighbourhood Highways Teams now called Environmental Teams.

The ET crews will mostly comprise of a 2-person crew with a transit with the usual brush, spade, strimmer, small hedge cutter and the types of works we can look for are as follows:

- Vegetation/weed management
- Siding out footways for short/sensible distances
- Sign Cleaning
- Removal of broken stuff left lying around
- Bollard works

Councillor Woodward referred to duplication and the need to check who is undertaking which task[s].

18. WORKS PROGRAMME

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

Restoration of Fingerposts

Further to the previous discussion, the Deputy Clerk referred to the Action Plan which had been provided by BuRRT relating to the fingerpost at Coulter Lane. BuRRT was aiming to have this finished by the end of October 2024 but this was weather permitting, however, Councillor D Ennis had requested an additional finger[s] to be put on the Farewell Lane fingerpost.

CIL Expenditure – Cycle Racks

The Deputy Clerk confirmed that the cycle rack planned for installation outside of Costa Coffee at Sankey's Corner would be fitted week commencing 16 September 2024. The final rack which was planned to be installed on Chasetown High Street at the entrance of LDC car park next to Café Fika cannot be installed due to uneven tarmac lifted by tree roots. If/when the pavement is repair, BuRRT will then be able to install the final cycle rack. There is no other obvious alternative place on Chasetown High Street where the rack could be located.

CIL Expenditure – Heritage Trail

The Deputy Clerk confirmed that according to Councillor D Ennis there *are* still a number of steps to this even when it is written, there is the design element etc so this will not happen until next year [maybe tie in with the Lichfield Heritage projects]. Mrs Williams had confirmed that she had the details to replace the missing blue plaques.

IT Strategy

As this had already been discussed and approved, it was **agreed** that this would be removed from the list.

BTC Strategy/Values

It was noted that plans/projects were yet to be developed and approved.

Old Mining College Centre – Meeting Room

Councillor Norman enquired as to the refurbishment of the meeting room. The Deputy Clerk confirmed that the contractor identified had withdrawn and would not

now undertake the work. She confirmed that another contractor had been out and a quotation was awaited. The Deputy Clerk confirmed that Councillor D Ennis had also wished to use the opportunity to remodel the office area and this would be included in the quotation. The intention would be to improve working space and storage. Because the work is likely to be disruptive, it is likely to commence in the New Year. The funding agreement for the S106 is in place with LDC.

Skatepark

Councillor Tranter referred to the progress of the skatepark. Councillor Woodward explained that this was a LDC project [part funded by the Town Council] and she thought it was still in the planning process.

Inventory

Councillor Woodward explained that following a request an Inventory had now been received. She felt that there was a fair number of tools and it was confirmed that the equipment was being stored either in the basement or shed. Councillor Woodward referred to Burntwood Be A Friend's community garden based at St Anne's Church and said that we could consider an 'equipment loan scheme' in future. It was **agreed** that BuRRT be thanked for providing the Inventory and this be provided again in 12 months' time.

Chase Terrace Community Centre

Councillor Woodward referred to previous discussions regarding the booking system and charges and managing parking. She felt that the actions agreed in previous minutes had not been carried out as she had not seen any evidence. Councillor Norman felt that commercial bookings and community bookings needed to be addressed. Councillor P Taylor referred to the VAT letter which had been sent to HMRC which had indicated that it was our intention not to generate a surplus to the Council budget and it would generally be offered out to budget restricted community groups. The Deputy Clerk confirmed that a report would be presented to the Committee on 06 November 2024. Councillor Woodward felt that this was too late and it was **agreed** that the Town Clerk would email Committee Members with regard to the booking system, charges, managing parking etc prior to the November 2024 meeting as this was discussed at the Committee meeting held on 07 May 2024 [minute no. 60 refers].

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

19. MANAGEMENT AND DEVELOPMENT OF CHASE TERRACE COMMUNITY CENTRE

Members noted the content of the report.

20. 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.

21. CONFIDENTIAL MINUTES

See Confidential Minutes.

22. BURNTWOOD CEMETERY – MEMORIAL PLAQUES

See Confidential Minutes.

(The Meeting closed at 8.02 pm)

Signed

Dated

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

	DATE PAID	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
						£	£	£
1	01 09 24	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
2	06 09 24	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
3	09 09 24	Octopus Energy	OMCC Gas & Electric [period 01.08.24 to 29.08.24]	DD	104/4055	520.22	101.06	621.28
4	09 09 24	Amazon	Community Centre - Wall Mounted Instant Boiling Water	CARD	502/4010	365.79	73.16	438.95
5	09 09 24	AO.com	Community Centre - Chimney Cooker Hood	CARD	502/4010	145.00	29.00	174.00
6	12 09 24	EE	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	107/4057	52.58	10.52	63.10
7	13 09 24		Employee Costs Month 6	BACS	107/4019 & 104/4019	12,045.63	0.00	12,045.63
8	13 09 24		LGPS Month 6	BACS	107/4019 & 104/4019	4,569.72	0.00	4,569.72
9	13 09 24		NI/PAYE Month 6	BACS	107/4019 & 104/4019	3,664.55	0.00	3,664.55
10	13 09 24	Sage	Payroll 01.09.24 to 30.09.24	DD	107/4139	8.00	1.60	9.60
11	13 09 24	Screwfix	Adhesive Clear 290ml	BACS	104/4056	13.15	2.63	15.78
12	13 09 24	Screwfix	Masonry Drill Bits [various sizes], Decorators Caulk White	BACS	104/4056	72.38	14.47	86.85
13	13 09 24	Screwfix	Adhesive, Toilet Seat, Cable Ties, Screwdriver Bits	BACS	104/4056	53.91	10.77	64.68
14	13 09 24	Screwfix	BuRRT Maintenance	BACS	212/4767	61.23	12.24	73.47
15	13 09 24	Lichfield Community Media CIC	Quarter Page Advert 22.08.24	BACS	108/4171	63.00	0.00	63.00
16	13 09 24	InLIFE Design Limited	Monthly Website Package - August 2024	BACS	108/4171	229.00	45.80	274.80
17	13 09 24	Lift Safe Limited	BuRRT Service	BACS	212/4767	275.00	55.00	330.00
18	13 09 24	Chasewater Friends	Annual Membership 2024/25	BACS	107/4170	25.00	0.00	25.00
19	13 09 24	J & M Electrical Supplies	OMCC Emergegncy Battens	BACS	104/4056	222.00	44.40	266.40
20	13 09 24	Mint Environmental Limited	Chase Terrace Community Centre - Asbestos Report	BACS	502/4065	295.00	59.00	354.00
21	13 09 24	G E Collis and Sons Limited	Padlocks, Decking Screws, Discs	BACS	104/4056	35.03	7.00	42.03
22	13 09 24	G E Collis and Sons Limited	Weed Knife, Hose Clips, Watering Can, Lawn Seed, Bins	BACS	104/4056 & 213/4761	75.59	15.11	90.70
23	13 09 24	G E Collis and Sons Limited	Metal Cutting Discs	BACS	100/4998	13.45	2.67	16.12
24	13 09 24	Chase Engraving Centre	Cemetery - Memorial Plaque	BACS	401/4163	25.00	0.00	25.00
25	26 09 24	British Legion	Wreaths	CARD	301/4361	83.33	16.67	100.00
26	26 09 24	MB Office Systems Limited	Photocopier Charges for Mono & Colour [Billing Period August-24]	DD	107/4211	104.08	20.81	124.89
27	30 09 24	HSS Pro Service	Wakes 24 - Generator	BACS	213/4390	23.20	4.64	27.84
28	30 09 24	HSS Pro Service	Weed Control Gravel Jumbo Bag	BACS	104/4056	169.60	33.92	203.52
29	30 09 24	D.T.H. Churchyard & Cemetery Services	Burntwood Cemetery : Grave Digger	BACS	401/4810	1,250.00	0.00	1,250.00
30	30 09 24	Screwfix	Cable Ties, Screws, Safety Specs	BACS	104/4056	41.73	8.33	50.06
31	30 09 24	Screwfix	Heavy Duty Rubble Sacks, Adhesive	BACS	104/4056	18.48	3.69	22.17
32	30 09 24	Screwfix	Staff Workwear and Adhesive	BACS	107/4059 & 401/4163	77.96	4.59	82.55
33	30 09 24	Screwfix	Heavy Duty Staples	BACS	104/4056	3.16	0.63	3.79
34	30 09 24	Bert and Gerts Limited	Market 08.09.24	BACS	213/4398	370.00	74.00	444.00
35	30 09 24	ICCM	Staff Training - 17 & 18 September 24	BACS	107/4212	145.00	29.00	174.00
36	30 09 24	G E Collis and Sons Limited	Leaf Grabber	BACS	104/4056	9.75	1.94	11.69
37	30 09 24	G E Collis and Sons Limited	Marker Pen, Putty, Camping Tool Kit, Wire Stripper	BACS	104/4056	18.82	3.77	22.59
38	30 09 24	G E Collis and Sons Limited	Brackets & Allen Key Set	BACS	104/4056	9.43	1.90	11.33
39	30 09 24	G E Collis and Sons Limited	Key Cutting, Nuts and Washers	BACS	401/4163 & 104/4056	9.01	1.77	10.78
40	30 09 24	G E Collis and Sons Limited	Double Socket, Double Back Box, Cable Clips, "E" Wood Trims	BACS	104/4056	40.30	8.05	48.35

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
41	30	09	24		G E Collis and Sons Limited	8' 3 x 2 CLS, 8' 3 x 3 R/S, Washers, Nuts, Blade	BACS	206/4241 & 104/4056	67.44	13.44	80.88
42	30	09	24		G E Collis and Sons Limited	Grass Seed, Plug Cutter, Bolts, Hook Hire, Braces	BACS	202/4241 & 104/4056	46.31	9.29	55.60
43	30	09	24		Barnes Skips and Recycling	Cemetery Skip	BACS	401/4863	250.00	50.00	300.00
44	30	09	24		TechCare Limited	Monthly IT Support	BACS	107/4139	864.23	172.85	1,037.08
45	30	09	24		BBAF & St Anne's Church	Better Burntwood Fund [Commissioning Programme]	BACS	302/4416	4,990.00	0.00	4,990.00
46	30	09	24		Viking	Stamps and Office Stationery	BACS	108/4171 & 107/4211	292.36	7.47	299.83
47	30	09	24		Lichfield Community Media CIC	Quarter Page Advert 19.09.2024	BACS	108/4171	63.00	0.00	63.00
48	30	09	24		Focus Group	Monthly Line Rental	DD	107/4057	167.91	33.58	201.49
49	30	09	24		2nd Chasetown Scout Group	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
50	01	10	24		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
51	06	10	24		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
52	07	10	24		Royal British Legion	Unknown Women in War Statue	CARD	211/4754	166.66	33.34	200.00
53	12	10	24		EE	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	107/4057	52.58	10.52	63.10
54	14	10	24		The Power Supply Shop	HP Laptop Charger	CARD	107/4139	44.80	8.96	53.76
55	15	10	24			Employee Costs Month 7	BACS	107/4019 & 104/4019	12,083.19	0.00	12,083.19
56	15	10	24			LGPS Month 7	BACS	107/4019 & 104/4019	4,569.72	0.00	4,569.72
57	15	10	24			NI/PAYE Month 7	BACS	107/4019 & 104/4019	3,674.15	0.00	3,674.15
58	15	10	24		Sage	Payroll 01.10.24 to 31.10.24	DD	107/4139	8.00	1.60	9.60
59	15	10	24		Lift Safe Limited	BuRRT Maintenance - Relay	BACS	212/4767	27.86	5.57	33.43
60	15	10	24		G E Collis and Sons Limited	Ballast, Sand and Cement	BACS	104/4056	26.14	5.23	31.37
61	15	10	24		G E Collis and Sons Limited	Community Centre - Tarpaulins, OffCuts	BACS	502/4065	5.00	1.00	6.00
62	15	10	24		G E Collis and Sons Limited	Community Centre - Tarpaulin	BACS	502/4065	2.63	0.52	3.15
63	15	10	24		Roadtech Cutting Services Limited	Market 09.09.24 Road Closure	BACS	213/4398	650.00	130.00	780.00
64	15	10	24		Viking	Stamps and Office Stationery	BACS	108/4171 & 107/4211	135.02	15.78	150.80
65	15	10	24		inLIFE Design Limited	Website Package, Security Updates, Hosting and Backups - Sept 24	BACS	108/4171	229.00	45.80	274.80
66	15	10	24		The Stambridge Group Limited	Cemetery Open & Close August 2024	BACS	401/4863	306.00	61.20	367.20
67	15	10	24		Chasetown Youth Disability	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
68	15	10	24		Ridez and Vibez Limited	BuRRT Maintenance - Electrical Fault	BACS	212/4767	900.00	180.00	1,080.00
69	15	10	24		Ridez and Vibez Limited	BuRRT Maintenance - Supply & Fit Front Facing Thinkware	BACS	212/4767	249.17	49.83	299.00
70	15	10	24		Staffordshire Signs and Graphics	Market Banners & Community Centre Banner Overlay	BACS	213/4398 & 502/4065	169.38	33.88	203.26
71	15	10	24		J&M Electrical Supplies	OMCC Lights	BACS	104/4056	138.50	27.70	166.20
72	15	10	24		Burntwood Memorial Association	Room Hire - Full Council - 17.09.24	BACS	107/4059	66.00	0.00	66.00
73	15	10	24		Burntwood Memorial Association	Room Hire - Full Council - 12.11.24	BACS	107/4059	66.00	0.00	66.00
74	15	10	24		Burntwood Memorial Association	Room Hire - Full Council - 20.01.25	BACS	107/4059	46.00	0.00	46.00
75	15	10	24		Burntwood Memorial Association	Room Hire - Full Council - 24.03.25	BACS	107/4059	46.00	0.00	46.00
76	15	10	24		Octopus Energy	OMCC Gas & Electric (period 30.08.24 to 01.10.24)	DD	104/4055	1,092.99	218.59	1,311.58
77	16	10	24		Calabash Mint	Cloakroom Items	CARD	104/4059	68.54	13.71	82.25
78	17	10	24		Amazon	2m x 2m Gazebo	CARD	212/4766	66.66	13.33	79.99
79	17	10	24		Royal British Legion	Wall-Mounted Tommy	CARD	211/4754	60.81	12.17	72.98
80	17	10	24		Instant Promotion	Gazebo 3m x 3m Roller Bag & Ground Bar Carry Bag	CARD	213/4398	72.00	14.40	86.40
81	18	10	24		BNP Paribas Leasing Solutions	Lease of Photocopier	DD	107/4211	140.63	28.13	168.76
82	25	10	24		Focus Group	Monthly Line Rental	DD	107/4057	167.91	33.58	201.49
83	31	10	24		Stannah Lift Services Limited	OMCC Lift (period 28.09.24 to 27.12.24)	BACS	104/4056	89.35	17.87	107.22
84	31	10	24		Viking	Cloakroom Items and A4 Pink Paper	BACS	104/4059 & 107/4211	55.30	11.06	66.36
85	31	10	24		Clean All (Windows) Limited	OMCC Window Cleaning	BACS	104/4059	145.25	29.05	174.30

PETTY CASH SPEND

<u>DATE</u>	<u>ITEM</u>	<u>SPEND</u>	<u>CASH OUT BANK</u>
22.10.24	Bin Bags	£1.98	
	Balance	£116.56	

Policy and Resources Committee

06 November 2024

Photocopier

1.0 Purpose of Report

To provide Committee Members with the current leasing arrangements and costs associated with the photocopier.

2.0 Background

A report was submitted to Full Council on 16 November 2021 to seek permission for the Town Clerk to explore options for replacing the existing photocopier as the Town Council's photocopier was over 10 years old and it was no longer possible to get replacement parts. In response to a breakdown the engineers had confirmed that the machine could not be repaired.

Following the resolution, the Town Clerk explored options and signed a sixty-three month lease with effect from 12 October 2022 with a contract end of 16 January 2028. The lease is currently £110.63 plus VAT (per quarter), mono copies are charged at 0.0035p per copy and colour copies are charged at 0.035p per copy.

3.0 Financial Considerations

Rights to End the Agreement

The Council may apply to terminate the hiring of the products during the minimum period (sixty-three months) by giving the leasing company at least 90 days written notice. If they accept the Council's request, the Council must pay the leasing company the termination sum and in addition an administration fee of £150 plus VAT.

The Town Council would pay a sum (the Termination Sum) equal to

- a. all arrears of rentals and other payments and interest, and as agreed damages for the leasing company's losses due to the Council's actions a sum equal to all the rentals (less any maintenance charges) that the Council would have paid had the Agreement continued for the minimum period less a discount from the date of termination to the date the rentals would otherwise have fallen due at a rate of 2% per annum;
- b. all the leasing company's costs in repossessing, repairing, and selling the products and administration of the termination; and

- c. comply with the Council's obligations in Clause 9 (Inspection and Return of Products) or compensate the leasing company for their losses due to the Council's failure to do so. This agreement is not cancellable.

4.0 Conclusion

Members are asked to note the content of the report.

Contact Officer

Jayne Minor
Deputy Clerk
jayne.minor@burntwood-tc.gov.uk
01543 677166

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
1.	Brighter Burntwood. Planters, wildflowers, hanging baskets, traffic islands	11.03.24 September 24	Leadership team agreed to lay out a pilot wildflower meadow at Sister Dora Avenue Committee agreed to improve wildflowers at Sister Dora Av and other appropriate location as well.	LDC team have agreed to undertake appropriate works immediately in time for display this summer. Wild flowers blooming providing a great visual display. Many positive comments received. Looking for suitable POS ¹ to repeat for 2025. Report to P&R Sept 2025 for decisions regarding 2025 season	Spring 2024 Spring 2025	Steve Lightfoot	Cllr Norman
2.	Restoration of Finger Posts – to examine the possibility of restoring the three historic finger posts in the Parish of Burntwood	01 December 2022	The Town Council adopt the fingerposts [namely corner of Farewell Lane, Junction of Hospital Road and Junction of Coulter Lane] and use in-house resource to refurbish them in place, by cleaning, removing rust	Still ongoing. Assessment of the state of the posts has been carried out. Work started on the repairing/refurbishing as stated. Low priority for use of resource. Work is weather dependent. 2 finger posts restored to great effect. 3 is in significant disrepair. Staff are considering viable plan.	April 2024	Steve Lightfoot	Cllr Woodward

¹ Public Open Space

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
		17.04.24	and repainting at a cost of approximately £1,000.	<i>Plan to improve the look of the post completed by BuRRT looking to complete October, weather permitting</i>			
5	Larks Rise Community Woodland	January 2022	Facilitate woodland planting and maintenance in a agreement with partners	<i>On-going. Local company has agreed to fund maintenance. Staff have kept a close eye on the site, and cleared some weeds etc Met with LDC officers and Mercian Labels MD. Discussed options. Awaiting costs from LDC.</i>	Replant March / April 2025	Steve Lightfoot	Cllr Norman
7	BTC Comms Strategy / Values	Summer 2024	Develop overarching statement and plan	Policy to P&R November 2024	January 2025	Kat Horner/ Steve Lightfoot	
8	Chase Terrace Community Centre	Purchased December 2023	Bring former church into use as Community Centre	<i>Purchase completed 2023. Successful grant application March 2024. Appointed contractors May 2024. Work Commencing Aug 2024 Planning permission applied application submitted.</i>	Opening event January - March 2025	Steve Lightfoot	Cllr D Ennis

November 2024 Completed items.**On-going items / cancelled items**

Finger posts	Partially completed. 1 remaining. Action plan drawn up.		Checking Defibs	Routine tasks, monthly
Standing orders and other procedures	Completed		CIL Expenditure	Going-on to complete projects
IT tender	Complete – implemented from September		OMC Solar panels	cancelled
Wildflower Meadow 2024	Complete.		Cycle racks	Installed, apart from 2 where the land (owned by LDC) is currently unsuitable for installation.
Flag Pole	Complete.		IT Strategy	Implementing new contractor.



Safeguarding Policy

Date Ratified: 12 November 2024

Meeting: Policy and Resources Committee

Next review date: November 2025 (annual review)

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INTRODUCTION

Safeguarding is the process of protecting children and adults at risk of abuse and significant harm. Burntwood Town Council has both a moral and legal obligation to ensure a duty of care for children and adults at risk when accessing our services and encountering our staff and elected Members. We believe that safeguarding is everybody's responsibility.

The policy outlines the responsibilities of Burntwood Town Council, all staff, elected Members, suppliers of commissioned services, volunteers, and visitors in relation to safeguarding children and adults at risk and the safeguarding procedures for reporting a concern.

- **Safeguarding Children**

For the purposes of this policy, safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes.

(Children Act, 2004)

- **Safeguarding Adults**

The Care Act 2014 provides a legal framework for how local authorities and other parts of the health and care system must protect adults at risk of abuse or neglect. Safeguarding vulnerable adults means:

- Protecting an adult's right to live in safety, free from abuse and neglect
- People and organisations working together to prevent and stop both the risk and the experience of abuse and neglect
- People and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- Recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear, or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.

POLICY AIMS, OBJECTIVES AND SCOPE

- To guide members of Town Council should any safeguarding issue arise during its activities.
- To set out the roles and responsibilities of the Town Council in helping to prevent any safeguarding issues arising during its activities.
- To promote the general welfare, health and development of children, young people and vulnerable adults by encouraging an awareness of safeguarding issues and to be able to respond to concerns or incidents where appropriate as a local government organisation.
- As the Town Council does not provide direct care or supervision services to children, young persons or vulnerable adults, it would expect that any of those persons using Town Council facilities do so with the consent and appropriate supervision of a parent, carer or other responsible adult.
- To contribute to systems for ensuring that all facilities and activities offered by the Town Council are designed and maintained to limit the risk of safeguarding issues arising.

DEFINITIONS

- Children or Young People – anyone under the age of 18 years.
- Vulnerable Adults – anyone over the age of 18 years and who is (a) unable to care for themselves, or (b) unable to protect themselves from significant harm or exploitation, or (c) may be in need of community care services.
- Types of abuse:
 - Physical
 - Domestic
 - Sexual
 - Psychological
 - Financial or material
 - Discriminatory
 - Organisational or institutional
 - Neglect and acts of omission
 - Self-neglect
 - Modern slavery

WHO THE POLICY APPLIES TO

- Anyone working for or on behalf of the Town Council whether in a paid, voluntary or commissioned capacity, including but not limited to employees, councillors, volunteers or contractors.
- Any individual, group or organisation using Town Council facilities for the purpose of delivering any services to children, young persons or vulnerable adults where the Town Council can reasonably be expected to be aware that the delivery is taking place.

ROLES AND RESPONSIBILITIES

All individuals involved in the operation, maintenance or development of Town Council activities or facilities have a duty to safeguard children, young persons and vulnerable adults. However, notwithstanding that duty, the Town Council has designated the Town Clerk to act as the Safeguarding Lead and the Deputy Town Clerk as the Deputy Safeguarding Lead for Town Council activities and facilities. The responsibilities of the Safeguarding Lead include, but are not limited to, the following:

- Ensuring that a DBS check is obtained at the appropriate level and where relevant, for employees who may work regularly in close proximity to children, young persons and vulnerable adults, and for volunteers and councillors for specific activities where appropriate, and that these checks are renewed at appropriate intervals.
- Ensuring that individuals working for or on behalf of the Town Council are aware of the risks they may face regarding safeguarding issues in certain circumstances whilst carrying out their duties and ensuring that appropriate uniform and/or visible identification is worn/carried.
- To be trained to an appropriate level in safeguarding issues and to arrange refresher training as necessary.
- Ensuring that staff are trained to an appropriate level in safeguarding issues and to arrange refresher training as necessary.
- To hold and maintain a system for recording safeguarding issues identified by themselves in their capacity as Safeguarding Lead or reported to them by anyone working for or on behalf of the Town Council, or reported to them by a member of the public.
- Immediately informing the Chair of Council of any safeguarding issues that they become aware of and informing Staffordshire County Council emergency safeguarding services regarding any actual safeguarding concerns.
- Ensuring that all relevant parties are aware of the Safeguarding Policy, the identity and contact details of the Safeguarding Lead and the process for reporting concerns to them. Ensuring that the contact details for the Safeguarding Lead are appropriately advertised (E.g. Old Mining College Health and Safety noticeboard, Chase Terrace Community Centre Health and Safety noticeboard).
- Ensuring that a copy of their own Safeguarding Policy is obtained from any organisations using Town Council facilities for activities involving children, young persons and vulnerable adults (where it is reasonable to expect that the Town Council and/or the Safeguarding Lead is aware that the activity will be taking place). This should include large-scale events and also small-scale activities taking place on Town Council land or property.
- Ensuring that a copy of their own Safeguarding Policy is obtained from any contractors carrying out works which will involve working in close proximity, and on a regular and/or long term basis, to children, young persons and vulnerable adults on Town Council land or property.

SAFEGUARDING LEAD CONTACT DETAILS

Safeguarding Lead:

Town Clerk – Steve Lightfoot

Email – steve.lightfoot@burntwood-tc.gov.uk

Telephone – 01543 677166

Deputy Safeguarding Lead:

Deputy Town Clerk – Jayne Minor

Email – Jayne.minor@burntwood-tc.gov.uk

Telephone – 01543 677166

(Outside of normal working hours, or in the event of the Safeguarding Lead not being available, urgent safeguarding concerns should be reported to Staffordshire County Council's Safeguarding Team.)

What to do if you are worried a person is at risk of abuse or neglect

Be alert to signs of abuse and question unusual behaviour.

If you have concerns about a person's welfare, it is always advised to report it, no matter how small the suspicion.

Where a person discloses abuse or neglect:

- Listen; take their allegation seriously and reassure that you will take action to keep them safe
- Do not promise confidentiality
- Inform them of what you are going to do next
- Do not question further or approach/inform the alleged abuser



If there is an immediate danger, call 999

All concerns must be reported to Burntwood Town Council's Safeguarding Lead or in their absence, the Deputy Safeguarding Lead within one working day or the next working day if it's a weekend and not an emergency.

All safeguarding concerns must be recorded by the person reporting the concern, by completing a Safeguarding Reporting Form at the time or immediately following disclosure, and after all necessary emergency actions have been taken.

The Safeguarding Lead or Deputy Safeguarding Lead must then contact Staffordshire County Council's Safeguarding Team on the details below to report all safeguarding concerns.

For concerns about children:

Phone: 0300 111 8007 and select option 1.

Monday to Thursday 8:30 a.m. to 5:00 p.m.

Friday 8:30 a.m. to 4:30 p.m.

Out of hours

Outside of the hours above, or on weekends and bank holidays, contact the Emergency Duty Team by phoning 0345 604 2886.

For concerns about adults:

Phone: 0345 604 2719

Monday to Thursday 8:30am to 5pm

Friday 8:30am to 4:30pm

Outside of the hours above, or on weekends and bank holidays, contact the Emergency Duty Team by phoning 0345 604 2886.

Burntwood Town Council

Safeguarding Reporting Form

This form is for the purposes of recording safeguarding concerns relating to children and/or vulnerable adults.

In an emergency do not delay in informing the emergency services and always contact 999.

All information recorded must be treated as confidential and reported to the Safeguarding Lead or Deputy Safeguarding Lead within one working day or the next working day if it's a weekend.

This form should be completed at the time or immediately following disclosure, and after all necessary emergency actions have been taken.

Please complete this form as fully as possible.

1. Your details - the person completing the form	
Name	
Position	
Telephone	
Email	

2. Details of the person affected	
Name	
Address	
Telephone	
Email	

3. Details of the incident (please describe in detail using only the facts)

4. Other present or potential witnesses	
Name	
Address	
Telephone	
Email	

5. Additional relevant information (please detail anything else that you believe to be helpful or important)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print Name	
Signature	
Date	

SignatureDate _____

Policy and Resources Committee

06 November 2024

Chase Terrace Community Centre – Proposed Room Hire Charges

1. Background

The newly refurbished Chase Town Community Centre is due to open in 2025. It will offer meeting space, activities, and events, and a range of options and opportunities will be available to local community groups.

The Centre's main regular income will come from room hire, both regular hiring, and for one off events.

In the first year (financial year 2025/26) it is likely that the Centre will operate a deficit, although a surplus is predicted in subsequent years¹.

2. Budget

As the project is new, the forecasts for income is based on assumptions.

Based on known costs, and contributing some of the Town Councils core cost codes, it is anticipated that in 2025/6 the annual running costs of the Centre will be approximately £19,051²

The sum includes discretionary costs such as advertising and training, and proportioned costs to BTC code costs such as bank charges, legal and audit charges etc.

Income in the first full year based on the proposed charges below is forecast to be approximately £18,177, based on 340 available days with 40% hired out through partners and 7% through one off hires.

This would give an additional deficit of approximately £874.

Full details are available in the Business Plan.

3. Proposed scale of charges for Room Hire

The Centre benefits from three available areas for hire, the Main Hall, the Meeting Room, and the Kitchen. It is anticipated that hirers will wish to hire all three areas together, and that the kitchen will not be hired separately from one of the other areas.

¹ Renovation & Administration Business Plan 2024, Chase Terrace Community Centre p14

² Business Plan, Centre Expenditure p 15

Partner / Regular Users.

- Main Hall at £25 per session,
- Community Room £20 per session and Kitchen £10 (Only one hirer per session for kitchen).
- Hire of whole Community Centre £50 per session.

One off Hires.

- Main Hall - £30.00 inc per Session
- Community Room - £25.00 inc per Session
- Kitchen - £15.00 inc per Session (One User Only)
- Whole Community Centre - £60.00 inc per Session.

Sessions times are suggested as follows;

- Morning 9.00am till 1pm (up to four hours)
- Afternoon 1.30pm - 5.30pm (up to four hours)
- Evening 6.00pm till 11. (up to five hours)

4. Recommendations

- That members note the content of this report.
- That members request that the Town Clerk engages with partners and potential user groups to determine whether these rates are acceptable to them.

Contact Officer

Steve Lightfoot
Town Clerk
steve.lightfoot@burntwood-tc.gov.uk
01543 677166



Chase Terrace Community Centre

Venue Hire Booking Form and Agreement

Chase Terrace Community Centre is owned and operated by Burntwood Town Council. For further information about hiring the Community Centre, please contact us on info@burntwood-tc.gov.uk or 01543 677166.

Hirer's Contact Details

Name	
Organisation name (if applicable)	
Address	
Email	
Phone 1	
Phone 2	

Costs

To secure your booking, a 20% non-refundable deposit will be due 2 weeks before the date of the event. The full amount will be due 2 working days before the event. Payment will be accepted in full at the time of booking if preferred.

Please note that we will not accept requests for hourly bookings and will only lease the hall based on the sessions listed below.

(Insert BTC bank details here, along with reference for bank transfers)

Repeat booking (minimum of one booking each fortnight over 2 months)	
Main Hall	£25 per session
Community Room	£20 per session
Kitchen	£10 per session
Whole of Community Centre	£50 per session

One off booking	
Main Hall	£30 per session
Community Room	£25 per session
Kitchen	£15 per session
Whole of Community Centre	£60 per session



Booking Details

Is this a repeat or one off booking (please tick)?	
☐	Repeat booking (minimum of one booking each fortnight over 2 months)
☐	One off booking

Date or dates required:

Sessions required (please tick):	
Session bookings must include time for set up and clear up	
☐	Morning session: 9am – 1pm
☐	Afternoon session: 1:30 – 5:30pm
☐	Evening session: 6 – 11pm

Rooms required (please tick):			
☐	Main Hall	☐	Community Room
☐	Kitchen	☐	Whole venue

Please provide details of the type of event you are holding. Attach a copy of the programme details and names of any speakers if applicable, or equipment that will be brought in to the Community Centre. E.g. bouncy castle, furniture, sound equipment etc.

Attendees	
Number of people expected	
Number of parking spaces required	
Is the event public or private?	



Terms and Conditions

This Agreement constituting the Venue Hire Booking Form and these Terms and Conditions is made between the Hirer and Burntwood Town Council. The parties agree that the hiring will be carried out in accordance with this Agreement.

1. Definitions and Interpretation

1.1. The Venue – means Chase Terrace Community Centre, Princess Street, Burntwood, WS7 1JH, including the whole Community Centre building, outdoor spaces and pathways, railings and car park.

1.2. The Hirer – means the person or organisation as set out on the Venue Hire Booking Form.

1.3. The Amount Due – means the amount including VAT that the Hirer is required to pay to the Venue as set out on the Venue Hire Booking Form.

1.4. The Period of Hire – means the period set out on the Venue Hire Booking Form

2. Maximum capacity

2.1. The Hirer will not exceed the maximum capacities for the Premises.

2.2. The maximum capacities are as follows:

- Main Hall, XX
- Community Room, XX
- Whole building, XX

2.3. The Hirer shall ensure that no person under 16 years of age is permitted to enter the kitchen, unless under strict supervision of a responsible adult.

3. Use of the Venue

3.1. The Hirer shall not use the Venue for any purpose other than that described on the Venue Hire Booking Form and shall not sub-hire or use or allow the Venue to be used for:

- Any political rallies or demonstrations.
- For purposes which are illegal i.e. be they forbidden by law or unauthorised by official or accepted rules.
- For functions attended by people whose presence may cause civil unrest or division within the community.
- To an organisation or individual which has been banned by law.



- Or to do anything or bring onto the Venue anything which may endanger the same or render invalid any insurance policies in respect thereof.

3.2 The Venue reserves the right to exclude or eject from the Venue any person, and to cancel any booking where it considers:

- That such events may be contrary to the interest of the general public or contrary to any law or act of Parliament. Any bookings will also be subject to consideration from the police to ensure the safety of the community is assessed against the request for a venue booking.
- The users of the Venue may do something that may cause or pose a risk of loss, damage or significant expense to the Venue or harm the reputation of the Venue.
- The Hirer shall ensure that no equipment, goods or other materials are left on the Venue overnight.

4. Licences

4.1. The Hirer shall be responsible for obtaining any licences and for completing any returns that may be required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies in connection with the hiring and the Hirer shall indemnify the Venue against the consequences of the Hirer's failure to do so.

4.2. Where the use of the Venue Premises Licence is permitted by the Venue, the Hirer shall ensure compliance with the conditions of the Premises Licence (Schedule 1).

4.3. The Hirer shall not apply for a Temporary Event Notice without the written permission of the Venue.

4.4. The Hirer shall ensure that they have all permits, consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any authority or person in respect of the event. This includes where required a licence issued by the Performing Rights Society and any copyright permission.

5. Health and Safety Compliance

5.1. The Hirer shall comply with all requests of the Venue's Safety Adviser and must supply any documents requested promptly.



5.2. The Hirer shall be responsible for the health and safety aspects of the use of the Venue during the Period of Hire. The Hirer will produce a risk assessment upon request.

5.3. The Hirer shall ensure they are familiar with the:

- a. fire alarm points
- b. fire evacuation procedures, routes, refuge point and assembly point
- c. location of first aid kit
- d. location of the accident reporting book

5.4. The Hirer shall

- a. ensure clear and unobstructed access and regress is maintained to all emergency exits in the Venue
- b. ensure fire doors in the Venue are not propped or left open at any time
- c. familiarise visitors with the position of fire alarm points, fire evacuation routes, fire refuge points and the fire assembly point
- d. appoint fire wardens who are trained in emergency procedures

5.5. The Hirer is advised to carry out a practice evacuation of the Venue to highlight any points for concern.

6. Electrical Appliance Safety

6.1. The Hirer shall ensure that any electrical appliances intended to be used by the by the Hirer at the Premises shall be PAT tested, and details submitted to the Venue upon request.

7. Alterations

7.1. The Hirer must not make any alterations to the Venue or any other part of the Venue without the Venue's prior written consent.

8. Food and Drink

8.1. Where food or drink is to be supplied to the public the Hirer or caterer must hold a Basic Food Hygiene Certificate. A copy of the certificate must be supplied to the Venue upon request.



8.2. The Hirer shall if preparing, serving or selling food observe all relevant food and hygiene legislation and regulations.

8.3. If the Hirer wishes to use caterers on the Venue during the Period of Hire, the Hirer must ensure that the caterers comply with all health and hygiene legislations and regulations.

9. General regulations

9.1. The Hirer must ensure that no goods which are illegal, counterfeit, dangerous or deemed to be of an offensive or inappropriate nature (as determined at absolute discretion of the Venue) are displayed or offered for sale on the Venue.

9.2. Any items deemed to be of an offensive or inappropriate nature by the Venue shall be removed from display or sale immediately on the request of the Venue.

9.3. Smoking and/or vaping is not permitted anywhere on site at the Venue. The Hirer shall ensure there is no smoking and/or vaping at the Venue.

10. Nuisance

10.1. The Hirer must not do or allow anyone attending their hiring to do anything at the Venue which is or may become a nuisance to the Venue or other hirers or to the occupiers of adjoining or neighbouring premises.

10.2. The Hirer shall be responsible for requiring any person causing such a nuisance to leave the Venue.

11. Children

11.1. The Hirer shall ensure that where an event involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate child protection policies and procedures in place.

12. Charges, Confirmation and Cancellation

12.1. The booking will be confirmed on acceptance of the Venue Hire Booking Form and on receipt of the deposit by the Venue.

12.2. The Venue reserves the right to cancel any booking for any reason. Where a booking is cancelled by the Venue, the Venue shall incur no liability to the Hirer whatsoever.



12.3. Where the booking is cancelled by the Hirer less than 2 working days before the first day of the event the Amount Due must be paid in full.

13. End of Hire

13.1. The Hirer shall ensure that the Venue is vacated at the end of the Period of Hire.

13.2. The Hirer shall ensure the Venue and surrounding area are in a clean and tidy condition and all equipment, goods and other materials including rubbish are removed from the Venue at the end of the Period of Hire.

13.3. Where the hire includes use of the kitchen the Hirer shall ensure all crockery, utensil, the cooker and fridge are left in a clean and empty condition. A charge of £100.00 shall be payable by the Hirer where the kitchen including any crockery, utensil, the cooker and fridge have not been left in a clean condition.

13.4. Additional charges may apply where the Hirer fails to comply with clause 17.1 and 17.2.

14. Payment and Amount Due

14.1. The Hirer shall make payment of the full Amount Due 2 working days before the event.

14.2. Interest at the rate of 4% above the base rate of the Bank of England from time to time will be payable on any late payment.

14.3. The details of the Amount Due are set out on the Room Hire Booking Form. VAT is included in the Amount Due. The Venue updates room hire charges from time to time.

14.4 Concerns regarding pricing should be addressed within 30 days of the booking confirmation issued by the Venue.

15. Insurance

15.1. During the period of the hire, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Venue and shall indemnify the Venue from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hire except where due to the negligence of the Venue or their respective servants or agents.

14.2. The Hirer shall maintain Public Liability Insurance in the sum of not less than £5,000,000, in place for the use the Venue during the Period of the Hire. A copy of



the Hirer's Public Liability Insurance Certificate shall be provided to the Venue on request.

16. Data Protection

16.1. Personal data supplied on the Venue Hire Booking Form will be held and will be used in accordance with the Data Protection Act 2018 for statistical analysis, management, planning and in the provision of services by the Venue and its partners.

17. Care of Premises and Equipment

17.1. The Hirer shall ensure no damage is caused or permitted to be caused to the Venue or any equipment or fittings during the Period of Hire.

17.2. The Hirer shall be responsible for any damage caused or permitted to be caused to the Venue or any equipment or fittings during the Period of Hire.

18. Loss or damage

18.1. The Venue shall not be liable for any death injury loss or damage however so caused to the Hirer, persons using the Venue and/or to their property except for death or personal injury or damage to property caused by negligence on the part of the Venue or its employees or agents; or any matter in respect of which it would be unlawful for the Venue to exclude or restrict liability.

19. Advertising

19.1. No advertising shall be displayed at the Venue without the written permission of the Venue.

19.2. Any artwork or other advertising for the event must be approved by the Venue.

19.3 A charge of £100 shall apply where the Hirer fails to comply with clauses 19.1 and 19.2.

20. General Terms

20.1. The Venue may from time to time amend or add to the Terms and Conditions of Hire in writing.

20.2. The Hirer shall ensure that their event/hire complies with all relevant legislation and regulations.

20.3. The Hirer shall engage with the Venue's Safety Advisory Group when requested.



20.4. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.

20.5. No term of this agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this agreement, but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.

20.6. This Agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this Agreement.

Signature_____ Date_____

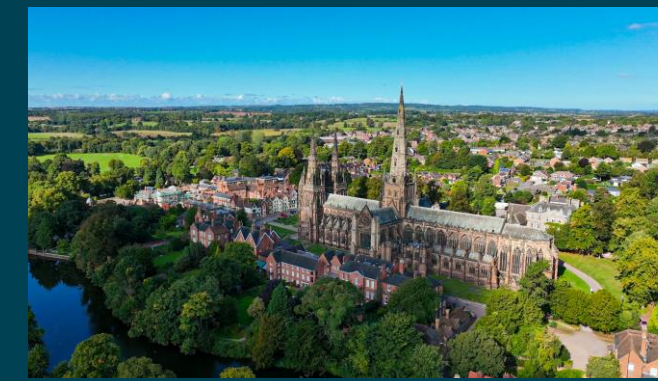


Lichfield
District Council

Local Plan Issues and Options Briefing and Information Session

16th October 2024

Lichfield District Local Plan 2022 → 2043 Issues and Options



AGENDA ITEM 9 - ENCLOSURE NO. 7

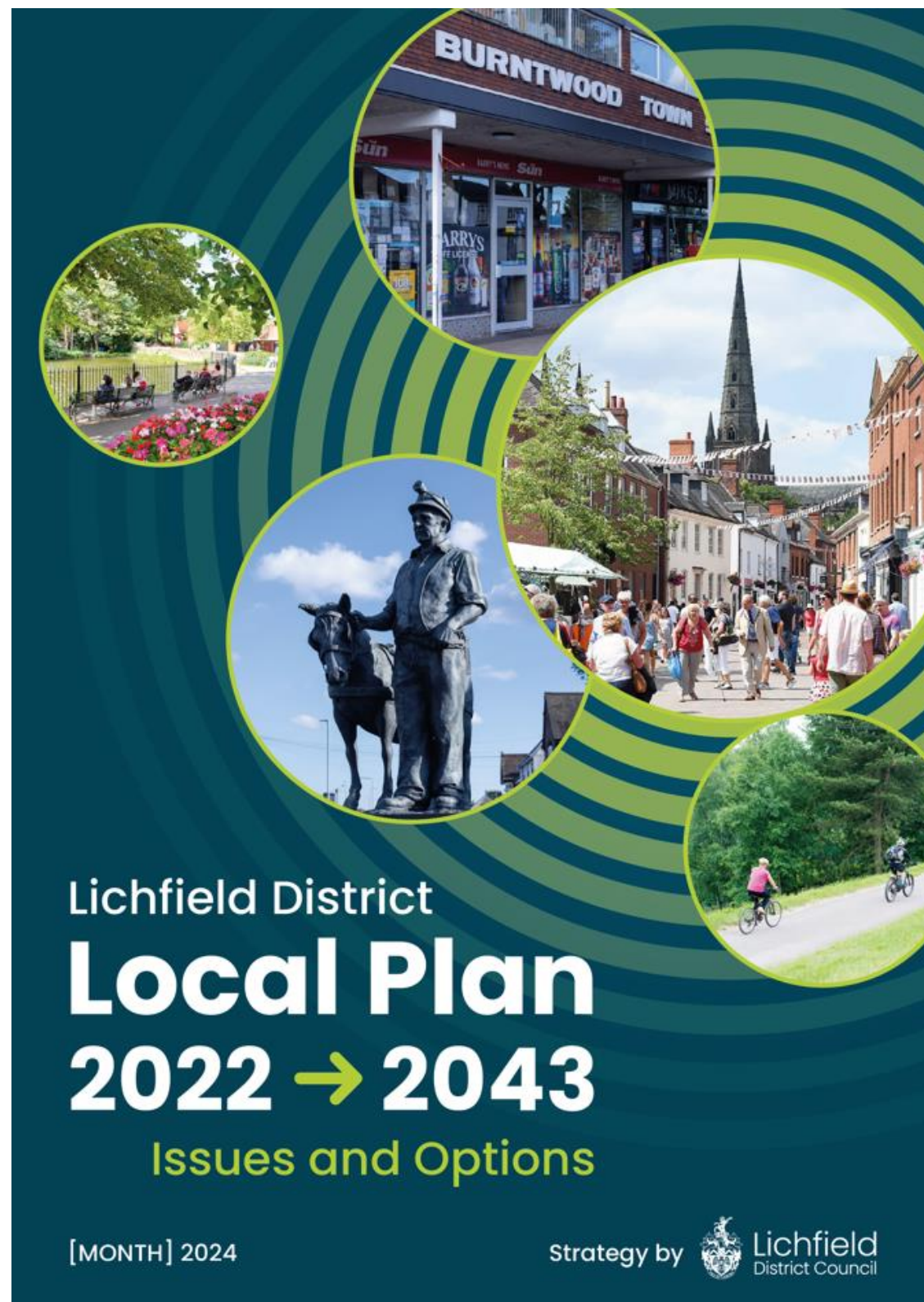
This presentation will be given by Chris Brewerton, Team Leader, Place and Prosperity and will cover -

- New local plan 2043 – details
- New local plan 2043 - work to date
- Call for Sites and how it will/won't be used in this consultation
- What's next?
- Consultation details
- Questions and discussion



Lichfield
District Council

New Local Plan – the Local Plan 2043



- The new Local Plan is proposed to cover the period 2022 to 2043 and will be known as the **Local Plan 2043**.
- Our timetable sets out that we will consult upon the first stage of this from October 30th to December 11th
- Officers have drafted the consultation document which is known as the '**Issues and Options**' document, full cabinet report can be viewed [HERE](#)
- The consultation will be launched across channels on the 30th October with an email and letter sent out to 000's of local people across the district but won't reach everyone!

Residents Call to Action

Follow the links and tell us what you think, answer the questions and tell your friends and neighbours to do the same!



Lichfield
District Council

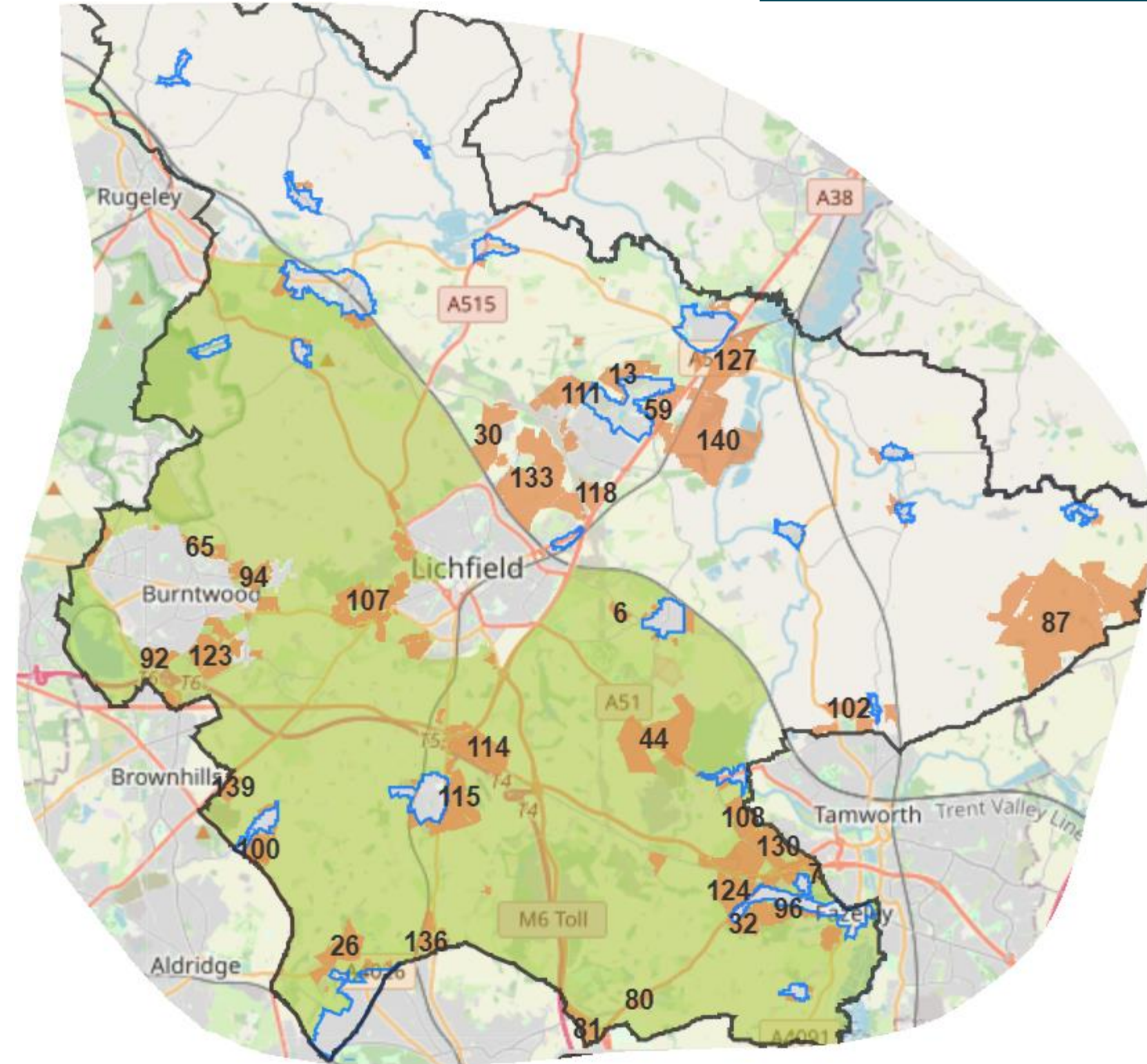
New Local Plan – work to date

- Over the last few months officers have been gathering evidence which will inform the first formal stage of the new local plan. We have prepared and published:
 - [Housing](#) and [Employment](#) Land Availability Assessments.
 - [Five Year Housing Land Supply](#)
 - [Brownfield Land Register](#)
 - [Call for Sites Schedule](#)
 - [Settlement Sustainability Study](#)
 - [Open Space Assessment](#)
 - [Authority Monitoring Report](#)
 - [Sustainability Appraisal Scoping Report](#)
 - Habitat Regulations Assessment & Sustainability Appraisal (live when consultation begins)
- Other studies including Green Belt review and new settlement feasibility study will be carried out in due course to inform future stages of the Local Plan



Call for Sites

- The first stage of our new local plan was a 'Call for Sites' which took place between 29 January and 25 March 2024.
- Call for sites provides all landowners, developers and others an opportunity to submit potential sites for development to the Council for us to consider as the local plan progresses.
- Sites could be submitted for any proposed use, including residential development, employment development and commercial uses and open space.
- In total 140 sites were submitted, of which only 30 were 'new' to the Council.
- **The submission of a site does not mean that it will be allocated within the plan, nor does it mean that if a planning application were submitted it would be approved.**



How do we use the Call for Sites?

- We have published the results of the Call for Sites on the Council's website at: <https://www.lichfielddc.gov.uk/evidence-base/call-sites>
- The [schedule of sites](#) is available alongside an [interactive map](#) so anyone can see which sites have been submitted and what use has been proposed.
- The sites submitted will be assessed through our evidence base as we progress with the new local plan throughout 2025
- Not all sites will be allocated but we do need to understand where sites may be available and where they won't.
- There will be future opportunities for sites to be submitted through this process, we intend to open the Call for Sites during consultation on our local plan.

Residents Call to Action

Visit the Call for Sites link and understand where land has been put forward near you and across the district but remember it is not a guarantee houses will be built there, that is why we want your views!

AGENDA ITEM 9 - ENCLOSURE NO. 7



Lichfield
District Council

National Planning Policy Update – Key matters

- There is a possibility that our housing target for the next 20 years could go from 289 houses to be built a year to 753 per year
- This potentially totals almost 16,000 houses to be built in that period
- The Labour government is also suggesting a review of Greenbelt and the introduction of Grey Belt, a study on this for Lichfield district will be undertaken by officers in the next 6 months.
- Lichfield District Council have responded to the request for consultations on the newly proposed NPPF during September, the link to that response can be found [HERE](#)
- We await response from the Ministry of Housing, Communities and Local Government in due course
- This is why both politically for Councillors and professionally for Officer's this consultation is vitally important to get the views of residents of where we could build houses not where we shouldn't

Residents Call to Action

This is very much TBC and won't be decided until at least Spring 2025 however it is likely housing targets will increase and therefore the more feedback we receive from you the better regarding where development could be located

AGENDA ITEM 9 - ENCLOSURE NO. 7



Lichfield
District Council

What's next?

- Issues and Options Consultation launches on 30th October 2024 and runs until 11th December 2024
- Following the consultation officers and Cabinet members will consider the responses given from the public and a range of stakeholders, using these to inform a draft Local Plan, which will seek to identify preferred sites and policies
- Timescales for this work to be published will be October/November 2025
- Specific engagement dates for the public to speak to the team in person are below however officers will also be attending local schools, pubs, supermarkets, gyms and health clubs to reach a wide spectrum of residents, with a wide social media engagement programme undertaken.
- For those unable to use the internet sending responses via post to Lichfield District Council offices will be encouraged.

Details	
Lichfield District Council House - Planners Drop In - 4pm - 6.30pm	
Lichfield District Council House - Planners Drop In - 4pm - 6.30pm	
Burntwood Leisure Centre - Planners Drop in and wider engagement day - 11am - 6pm	
Lichfield District Council House - Planners Drop In - 4pm - 6.30pm	
Lichfield District Council House - Planners Drop In - 4pm - 6.30pm	



Consultation Details

- This phase of the consultation is vital in getting residents interest, initial thoughts and email addresses so we can follow up at future stages
- This consultation is not about drawing lines on a map and deciding now where houses will be built, the feedback from this stage will inform our decisions and views on the next phase of the project in 2025
- The only way for residents to give their views is through the main consultation portal (33 questions) or more user-friendly general public online questionnaire (5 questions)
 - Postal responses are welcome but the easiest process is through the online portal
- The support of Parish's to encourage engagement of their residents and members through the consultation portal forms a vital part of our communications strategy

Residents Call to Action

Follow the links and tell us what you think, answer the questions and tell your friends and neighbours to do the same!



Lichfield
District Council

Questions and discussion

Burntwood Town Council

Policy and Resources Committee

Wednesday 6th November 2024

Limitless Proposal for Burntwood's Cultural Strategy

1. Purpose of Report

To request that Committee consider the Limitless Proposal and make a recommendation to Full Council on how to proceed.

2. Background

Limitless is a team of interdisciplinary professionals led by Peter Walker with national and international experience in creative innovation, arts, and culture delivery. They bring together a collective expertise that spans multiple disciplines to find new ways of thinking about people, place, and culture. Their work focuses on creating meaningful connections between communities and their environments, leveraging the power of culture to shape identity, cohesion, and future growth.

Place-making and cultural development are powerful tools for shaping the future of a town. They not only foster a sense of belonging and pride but also unlock opportunities for economic growth, attract investment, and enhance community well-being. Limitless propose to develop a comprehensive cultural strategy for Burntwood, designed to amplify its unique voice and position it as a vibrant and resilient town ready for the future.

The Limitless proposal (Appendix A) is built around three interconnected phases, each playing a crucial role in shaping Burntwood's future. Together, these phases will result in a comprehensive vision document that captures the town's identity and outlines a clear strategic framework for its cultural growth and place-making efforts. These phases are flexible and can be developed concurrently or sequentially, allowing for adaptability while maintaining momentum.

3. Proposal

It is suggested that Limitless will deliver the first phase of the proposal within this financial year, funded by Burntwood Town Council.

A summary of the three phases are as follows:

Phase 1 – Reflect:

This phase is about looking inwardly. Limitless will work with staff and Members at Burntwood Town Council to gather insights on their goals, available spaces, and potential partnerships. Through sessions, interviews, and other methods, Limitless will collect and analyse this information to create a report. This report will capture Burntwood's cultural vision, values, and goals, providing a foundation for the entire strategy. This phase sets the direction and ensures the strategy aligns with Burntwood's strengths and aspirations for growth.

Phase 2 – Portrait:

This phase focuses on the community, involving residents, stakeholders, and others connected to Burntwood. It's about understanding their needs, challenges, and desires, ensuring the cultural strategy reflects both internal goals and the everyday realities of the people. Limitless will also identify current cultural opportunities in Burntwood to ensure the

strategy is practical and grounded in real-world conditions. This engagement will make sure the strategy truly represents the community rather than being imposed from the top down.

Phase 3 – Capture:

The final phase brings together everything learned from the first two phases to create a clear, ambitious cultural strategy. This strategy will guide Burntwood's cultural development for the future, helping shape the town's identity, boost community pride, and attract outside investment. It will be flexible, allowing for adaptation as the town grows. Ultimately, the strategy will highlight what makes Burntwood unique and position it as a leader in cultural development.

4. Timescales

Limitless have indicated that they could begin phase 1 of the project in January 2025, and it would be completed by the end of April. Phase 2 and 3 would be initiated and completed in the next financial year, April 2025 – March 2026.

5. Funding

External funding to cover the cost of this project has been explored, however as an innovative and unique proposal, it has been challenging to find a funding source that this project meets the criteria of.

BTC currently has approximately £79,000 in the earmarked reserve for Town Strategy, cost centre 211 which could be made available to cover the cost of this project.

The current phases and their costings are as follows:

- Phase 1 - Reflect: £7,500 + VAT
- Phase 2 - Portrait: £10,000 + VAT
- Phase 3 - Capture: £12,500 + VAT

Seeking external funding could continue to be explored through later phases however there are no guarantees that funding could be obtained.

6. Recommendation

That Members consider the Limitless Proposal and make a recommendation to Full Council on how to proceed.

Contact Officer

Steve Lightfoot

Town Clerk

steve.lightfoot@burntwood-tc.gov.uk

01543 677166

limitless

believe in the limitless power of creativity

BURNTWOOD PLACE MAKING AND STRATEGIC CULTURAL STRATEGY

limitless are a team of interdisciplinary professionals and creatives working at the highest levels of production nationally and internationally

limitless was conceived to create new ways of creating and thinking about place, people and culture

limitless are place makers, place shapers and creators working to remove barriers to change

BURNTWOOD PLACE MAKING AND STRATEGIC CULTURAL STRATEGY

- The place making and strategic cultural strategy will focus on realising the ambitions of Burntwood; to be challenging, to be radical and for Burntwood to be trailblazers in contemporary approaches to shaping the town for the future. This will be achieved through the creation of an adaptable, manageable and evolving strategic approach that can be embedded into all of the councils future plans.
- The purpose of place making and the cultural strategic framework is to achieve an umbrella approach for the development of the town. An approach under which future cultural activity can be shaped. To identify the voice of the town, its individuality and its possibilities.
- To reflect on the past history of the town in shaping the story so far.
- To create a sense of place now and a strategic foundation for the future - specifically looking at methods for shaping action, delivery and management of place making for the future which can be embedded into the town's long term plans.
- Listening to and shaping the future through the "voice" of the town, through the vision all generations.
- To hear that voice and through creative process reveal the unique identity for Burntwood.

This will enable

- The establishment of a clear USP for Burntwood that would make it stand out locally and indeed nationally .
- Help attract attention & investment to the town. A clear sense of place and cultural strategy will be invaluable in painting a picture of the town to those externally, in relation to its future and vision.
- Greater connectivity to national and regional planning, as well as helping to achieve and shape the town's Neighbourhood Plan.
- Understanding of key assets in the town and maximise usage of these in future plans. Green spaces, capital assets, events and pre- existing partnerships brought together under the umbrella of the place making and strategic cultural strategy.

The *limitless* approach to generating place making and cultural strategic undertakings is based on three phases of development. These three phases are interlinked and through which discourse, radical and creative thinking, and shaping will take place. These three phases can / will be developed simultaneously.

Phase 1 – Reflect

We work with internal stakeholders to understand internal vision, aspirations as well and understand available spaces and venues within the town. This will help us to unlock that which is quintessentially Burntwood, and to look at the individual goals and future aspirations of the town. This will result in the creation of an internal analysis reflecting the core aspirations of the Council

Phase 2 – Portrait

We will create open dialogue with external stakeholders, residents and users of the town to understand what residents want, what's already happening, with whom and where. To ascertain the "voice" of Burntwood, and to understand from users and stakeholders their aspirations, feelings, and creative thinking. This will result in analysis reflecting on innovative ideas, assets for change and to bring to life the story of the town. There will also be opportunities for partner feedback at this stage in development.

Phase 3 – Capture

We will bring a vision to life for the town, creating a unique, fresh, transformative and impactful identity which brings to life the USP's of the town and its communities. This will result in a framework which will embrace all cultural activity in the town together under one single umbrella creating cohesion across development in the town. It will provide the structure for a thematic approach to cultural development, which will aid in bringing people together, maximising the use of resource, amplifying the work of those already active in the town and ensuring that there is a clear vision for the town to move forward with.

The development of the three phases would result in a comprehensive vision document outlining place making and the cultural strategic vision for Burntwood.

Total project fees - £30,000 (+VAT)*

This will include
Time onsite, travel, subsistence, consultation, correspondence, visualisations, studio and creative development, production of documentation and presentation to council.

limitless are committed to the delivery of three phases within the project structure. In addition limitless can provide further bespoke services, from management & production of elements of the strategy, evaluation through to creation and delivery if they are / were required in the future.

limitless can provide additional support at day rates*** for bid writing and project development. limitless can also provide ongoing consultation, project management, production and evaluation as required during further stages of development.

*The fee structure is based on a 25% discount on standard fees

**Payment dates to be discussed with the client

***Day rates are set in line with national pay standards and our commitments for ethical business practice

Stage	Process	Inclusion	Stage fee	Stage payments
Reflect	Key stakeholder consultation	Subsistence, travel and associated costs. Conducted both on site and online. Creative endeavour Preparation and production of stage 1 Reflective documentation	£7500.00 (+ vat)	Initial payment - £2,500.00 +VAT Mid stage payment - £2,500.00 + VAT Stage completion - £2,500.00 + VAT
Portrait	Wide engagement phase with community and local stakeholders	Qualitative and quantitative research, subsistence, travel and all associated costs, Creative endeavour Conducted both on site and online. Preparation and production of Stage 2 Portrait Documentation	£10,000.00 (+ vat)	Initial payment - £3,000.00 +VAT Mid stage payment - £3,000.00 + VAT Stage completion - £4,000.00 + VAT
Capture	Development of Strategic Vision	Subsistence, travel and all associated costs Creative vision development, and production of vision document and cultural strategic vision Creating identity, concepts and plans for strategic growth	£12,500.00 (+ vat)	Initial payment - £3,000.00 +VAT Mid stage payment - £3,000.00 + VAT Stage completion - £6,500.00 + VAT

creativity is the vehicle to spark ideas, to bring stories to life
to inspire, empower and excite

limitless

where success becomes an art form
a space to share creativity
where endless possibilities emerge

peter.walker@52limitless.com

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6.

AGENDA ITEM 10 - ENCLOSURE NO. 8 - APPENDIX A

Burntwood Town Council

Policy and Resources Committee

Wednesday 6th November 2024

Communications Strategy and Brand Guidelines

1. Purpose of Report

To request that Members consider the Communications Strategy and Brand Guidelines (Appendix A).

2. Background

Burntwood Town Council have in recent times made efforts to improve communications and strengthen the council's brand identity. This has led to a wider discussion about formalising a clear communications strategy and adopting brand guidelines which will provide guidance to Officers and Members, ensuring a consistent and planned approach.

- The Communications Strategy aims to provide a framework which will guide the regularity in which BTC communicates, and the channels that are utilised to engage with residents and stakeholders. It also includes BTC's values and key messages which will guide messaging.
- The Brand Guidelines make clear the practicalities of how BTC's logos are used, and agrees consistent themes around colours, font and tone of voice.

For residents to clearly recognise when they are interacting with BTC, whether that is online, at an event or face to face, it is essential that the council has a consistent brand that extends beyond just the logo.

3. Proposal

It is proposed that members review and agree:

- BTC'S Values and Key Messages (Appendix A, page 2).
- The document in its entirety.

4. Recommendation

That members agree BTC'S Values and Key Messages (Appendix A, page 2) and approve the document and its implementation.

Contact Officer

Kat Horner

Community Development and Engagement Officer

kat.horner@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

Communications Strategy and Brand Guidelines

Date: 07 November 2024

Introduction

Burntwood Town Council (BTC) is one of the largest parish councils in England with 22 Councillors who are elected every 4 years to serve the town of Burntwood. It is an active and outward facing council, committed to working in partnership with the community.

Effective communication between BTC and its residents is essential for transparency, engagement, and demonstrating the values the council holds, the difference it makes and the services it provides.

Communications Strategy

1. Objectives

The objectives of BTC'S communications strategy are to:

- **Increase Transparency:** Ensure residents are well-informed about council decisions, services, and projects.
 - **Encourage Engagement:** Foster a two-way dialogue between the council and the community.
 - **Build Trust and Reputation:** Create a positive and trustworthy relationship with residents.
 - **Promote Inclusivity:** Ensure communication reaches all demographic groups, including vulnerable or marginalised populations.
-

2. Target Audiences

By identifying key audiences BTC can ensure it provides tailored messaging:

- **Residents:** Residents of all demographic groups who live within the parish boundaries of Burntwood
- **Business Owners:** Business owners and private sector stakeholders
- **Community Groups:** Including charities, community groups and faith organisations
- **External Stakeholders:** Local media, District and County Councils

3. BTC's Values and Key Messages¹

BTC's values will be demonstrated through the crafting of consistent and clear key messages **(to be agreed)**:

- **Transparency:** BTC operates with transparency, providing timely and accurate information on all decisions.
- **Visibility:** BTC is an outward-looking council which seeks to be present in our community and available to our residents.
- **Community Involvement:** BTC actively seeks input from residents to shape initiatives and make decisions.
- **Advocating for our town:** Working in partnership with external stakeholders, BTC ensures Burntwood has its voice heard and we seek to deliver new opportunities and developments for the community.
- **Being here for everyone:** BTC are an inclusive organisation which will always seek to represent all our residents.

4. Communication Channels

While reaching all Burntwood residents is an ongoing challenge, BTC will ensure it utilises a range of channels available to us to reach diverse audiences:

Digital Channels

- **Website:** All BTC meeting minutes and agendas are available on our website, and the news and events page is regularly updated.
- **Social Media:** Facebook, Instagram and X (formerly Twitter). Posting information in a clear and concise way, using images alongside posts where possible, and engaging with residents by responding to comments where appropriate.
- **Email Newsletter:** A monthly newsletter is produced, and registration promoted.
- **Online Surveys/Forms:** For gathering residents' input on projects and developments.

¹ At a meeting of Full Council on 14 March 2024, Members adopted a Values Statement for Burntwood Town Council.

Traditional Channels

- **Full Council and Committee Meetings:** All meetings are open to the public to attend.
- **Printed Materials:** Posters and flyers.
- **Local Media:** Local news websites and newspapers.

Community Engagement

- **Member and Officer visibility:** Members and Officers attend BTC run events and other community events. Where possible, the BTC branded gazebo is utilised to ensure visibility, and residents are encouraged to engage with representatives.
 - **Focus Groups:** Where appropriate, invite small, diverse groups of residents to consult with on projects and developments.
 - **Old Mining College Office Hours:** BTC's HQ is open to the public from Monday – Friday, 9am – 3pm.
-

5. Frequency of Communications

- **Weekly/Biweekly:** Social media updates, website content creation, community events, BTC events and local opportunities promotion.
 - **Monthly/Quarterly:** Email Newsletter, council meeting minutes and agendas made publicly available.
 - **Annually:** Financial updates.
 - **On Demand:** Press releases, large project progress, new developments, planning decisions.
-

6. Evaluation and Adjustment

Measure the effectiveness of the communications strategy regularly:

- **Monitor Digital Engagement:** Track website traffic and social media interactions.
 - **Monitor In Person Engagement:** Monitor attendance at meetings and events.
-

7. Inclusivity and Accessibility

Ensure communication is accessible to all:

- **Accessibility:** BTC's website has accessibility tools inbuilt. A consistent, accessible font will be used in all our communications.
 - **Inclusivity:** BTC's communications will include and consider the diverse needs of the community we serve. Communications will be in plain, clear and inclusive language and written text will include paragraph breaks, sub-headings and images where possible.
-

8. Responsibilities

- **Town Clerk:** Responsible for overseeing communications, ensuring consistency across channels, and responding to enquiries.
- **Officers:** Responsible for the delivery of communications, ensuring consistency across channels, and responding to enquiries.
- **Members:** Promote engagement by sharing official content and communications.



Brand Guidelines



1. Logo Usage

The Burntwood Town Council logo is a key visual identifier for the authority, along with the Chase Terrace Community Centre logo. To ensure consistency, logos must always be used according to the following rules:

Burntwood Town Council logo and Chase Terrace Community Centre logo

- **Correct Usage:** Both logos must always be displayed using their original colour scheme and proportions.
- **Clear Space:** There should always be a clear space around the logo, free from any other graphics or text.

Incorrect Usage

- Do not stretch, compress, or rotate the logos.
- Do not change the colours of the logos.
- Do not place the logo on cluttered or complex backgrounds.

2. Colour Palette

The colour palette plays a crucial role in maintaining the visual identity of Burntwood Town Council. Consistent use of the following colours ensures a strong and recognisable brand.

a. Primary Colours

- **Green** (Hill and Trees):
 - HEX: #6CAF45
 - CMYK: 38, 0, 61, 31
- **Dark Grey** (Text):
 - HEX: #555555
 - CMYK: 0, 0, 0, 67

b. Secondary Colours

- These may be used in accents, backgrounds, and other design elements.
 - **Light Green:** Use a lighter shade of the green from the primary colour, for example:
 - HEX: #A4C67A
 - **White:** For negative space and clarity around the logo.
-

3. Typography

Consistent typography is key to maintaining brand unity. The fonts used throughout council materials should adhere to these guidelines.

- **Font:** Century Gothic will be used as a consistent, accessible font throughout all written communications, including internal and external email communications, printed or digital letters.
 - **Use Cases:**
 - *Headlines:* Use bold or semi-bold for prominent titles.
 - *Body Text:* Regular weight for paragraphs and general text.
-

4. Logo Placement

- **Positioning:** The logo should ideally be placed on a top corner of any document or digital material, with adequate space around it.

- **Backgrounds:** The logo is best used on a white or light background for visibility. On dark backgrounds, a reversed version (white logo on dark green) can be used.
-

5. Applications of the Logo

a. Digital Presence

- On the website and social media platforms, the logo should remain consistent and use web-friendly versions.

b. Signage and Printed Material

- The logo must be clear and readable on large-scale print materials such as banners, posters, and outdoor signage.
-

6. Tone of Voice

In all communications, the tone should reflect the professionalism of Burntwood Town Council. Whether through social media, newsletters, emails or press releases, the language should remain plain, clear, inclusive, and approachable.

Policy and Resources Committee

06 November 2024

Review of Burntwood Cemetery Rules and Regulations

1. Purpose of Report

For Members to:

- review the Rules and Regulations pertaining to Burntwood Cemetery and
- to consider proposed changes to process.

2. Background

Since the beginning of 2024 Burntwood Town Council Cemetery has:

- Conducted 25 burials
- Placed 18 memorials
- Removed damaging windchimes from the trees in the cemetery
- Commissioned tree trimming for trees with Tree Preservation Orders
- Overseen more than 20 grass cuts
- Returfed 8 graves
- Created small plaques (at no cost) for temporary burials or those with no living relatives
- In the last financial year to 31.03.2024 invoiced £40,438, net income over expenditure was £12,764.

In May 2024, a new officer was appointed to manage the Cemetery. This seemed an ideal point at which to review the existing rules and regulations. The last six months have been spent understanding the processes, seeing what works well and what might improve and requesting feedback from families, funeral directors, stonemasons and gravediggers.

In preparation for this paper Burntwood Town Council has

- taken on board feedback from visitors to the cemetery
- asked for feedback from funeral directors, stonemasons and gravediggers
- spoken to ICCM (Institute of Cemetery and Crematorium Management) to understand what we might do more efficiently, to check whether we are abiding by the wider rules and to facilitate contact with other town/parish councils to look at 'best practice'.

3. Burntwood Cemetery Rules and Regulations

Cemetery rules and regulations were last reviewed by councillors in 2023. This review, while a regular occurrence, also addresses feedback from visitors to the cemetery, families and learning taken from matters that have raised questions during the year.

Councillors are now asked to consider two things:

- proposed minor changes to the regulations (**Appendix A**). All proposed changes in language or decision points are highlighted and numbered for ease.

- additional proposed changes to burial processes suggested by the cemetery administrator, families and other professionals. These are listed in the next section and summarised in **Section 7: Recommendations**.

4. Proposed changes to management of the Cemetery

- **To extend opening hours in the summer months until 8pm (01 April to 30 September).** Visitors to the cemetery during the summer months have suggested that it would be helpful to visit after work. This has been checked with the Cemetery gatekeeper, who manages opening and closing the cemetery and this would benefit him as well as the families visiting the site.
- **To permit the use of UV resistant artificial flowers.** Since the cemetery was opened, the quality of artificial flowers and the development of UV resistant materials has improved. It is now believed that this would add to the look and feel of the cemetery rather than detract from it. It would also provide a more cost-effective means of decorating memorials for those who struggle to afford regular cut flowers.
- **To consider permanently disallowing windchimes from trees at the cemetery and to specifically state this in the revised Rules and Regulations.** Windchimes have been damaging the trees in the cemetery and have been removed during October 2024. However, it is suggested that we enshrine this in the revised Rules and Regulations to ensure that this emotive issue is removed completely from the Cemetery.
- **To consider allowing interments on Monday,** especially during Winter when maintenance is less frequent. Currently, no interments are booked on Mondays which is an historical decision but merits a review. Feedback from visitors and funeral directors tells us that this influences whether they choose Burntwood Cemetery as extended families may want to travel and stay on Sunday for an interment on Monday.
- **To consider reviewing the cost of an interment non-Burntwood resident.** Currently, families of non-Burntwood residents pay 4 times the cost for an interment. Research (see current costs Appendix B and see graph attached Appendix C) shows that this is at the high end of the scale and that the cost for a non-resident is on average somewhere between 2 or 3 times the amount. To keep fees at the current level will help to preserve income at the current level and preserve the 'exclusivity' of the Cemetery, lowering fees closer to the average as shown may reduce income but provide more options for the tax-payers of Burntwood. If councillors were to consider a reduction, then 2 times the amount would be recommended.
- **To consider reviewing plaques to comply with the Equality Act 2010.** This would allow plaques to be provided in other languages or formats (eg right to left) if required (including Braille).
The cemetery is non-denominational. Allowing different language options could extend the reach of the cemetery to families whose first language is not English. Plaques would stay the same size and shape, but consideration could be given to alternative languages and formats of those languages (eg Arabic, Mandarin etc). This might also allow for better and more frequent use of the memorial wall, which is an asset to the Cemetery but is currently under-used.
- **Consider undertaking a consultation to assess whether dogs on leads could be allowed in the cemetery.** Feedback tells us that some visitors find it comforting to be able to bring their dog to the grave of their loved ones. Attention would, of course, need to be given to control of fouling.

5. Future considerations

The ICCM (Institute of Cemetery and Crematorium Management) 'Charter for the Bereaved'

The main function of (ICCM) is to set standards of service for the industry. To help achieve this, they have developed the 'Charter for the Bereaved'.

The Charter assessment process is in the form of a questionnaire with 382 questions on burial, cremation and social and environmental aspects. It is completed by the authority and returned to ICCM. Based on the score, the authority is then awarded gold, silver or bronze status.

The process is not designed to be used as a means of competing with other service providers but to give clear evidence to service users and elected members that the service continues to move forward.

To become a member of the Charter for the Bereaved, a burial and/or cremation authority must show that it is able to satisfy basic Charter rights. The Charter also contains objectives and targets that help authorities to set priorities for future development and improvement. Authorities are reassessed annually.

The Charter

- seeks to generate interest in and educate people about bereavement. It also helps to influence the expansion of services and clarify the various roles and responsibilities of those involved.
- is a commitment to improving the service by confronting rather than disguising or ignoring death.
- It sets standards of service related to burial, cremation and funerals.
- It is a written statement of what can be expected and enables people to judge the quality of the service received.
- seeks to increase the range of choice and options available to the bereaved.
- seeks to enable the bereaved to arrange a meaningful funeral service with a content that meets with their own specific needs and requirements.

6. Cost/benefits of membership

To join the 'Charter for the Bereaved' scheme costs £310 per annum. This covers the administration costs of assessment of the Cemetery, inclusion on the list of cemeteries which have gained bronze, silver or gold levels in the scheme, and evidence of certification.

The benefits of being a member of this scheme are:

- Clear and recognised guidelines for managing the cemetery
- Clear and recognised roles and responsibilities
- Certification that is visible to cemetery visitors
- A focus for improvement – working to reach the next level.
- Reviewed annually to ensure we continue to improve
- Recognition for one of our most valuable assets.

New technologies

As we continue to review the Cemetery, its rules and regulations, its purpose and its direction in the future, it is worth considering some of the new technologies that could provide us with a wider range of services and perhaps another income stream.

One of these is the placement of QR codes on headstones or desktop memorials. This is a service which allows a customer to purchase an individual QR code which is then encoded with pictures, music and/or messages to or about their loved ones.

The QR codes can be placed unobtrusively on the headstone or desktop. Visitors can simply scan the code and reveal photos, music and other memories of loved ones. Packages are available with QR and a link, QR and a web page or simply a QR code. In the 'cloud' the information can be kept in perpetuity.

This could be a business opportunity for Burntwood Town Council as well as providing added value to the customer.

7. Recommendations

1. That members approve the proposed improvements to the Rules and Regulations.
2. That members approve a change to the summer opening hours to open until 8pm in the evening.
3. That members approve the use of UV resistant artificial flowers on burial and cremation plots.
4. That members approve the process for declining a burial for appropriate reasons (for example, criminally or politically sensitive interments).
5. That members note that the fees for non-residents are high compared to other similar councils and that members consider whether it is appropriate to:
 - a. keep fees high to maintain the exclusivity of Burntwood Cemetery, or
 - b. lower fees closer to the 'average' of 2 or 3 times to attract more non-residents to the Cemetery, or
 - c. expand the 'catchment' area for the Cemetery.
6. That members consider allowing interments on Monday, especially in Winter when maintenance is less frequent other similar councils
7. That members approve a change to the Rules and Regulations to reflect the current process which is to go ahead with the interment but not provide the Deed until payment is made. This currently works successfully.
8. That members consider spending £310 per annum to become members of the ICCM scheme 'Charter for the Bereaved'.
9. That members consider reviewing the format of wall plaques to provide more flexibility and to comply fully with the Equality Act 2010.
10. That members consider investigating new technologies such as QR codes, which provide an enhanced experience for the bereaved and may provide a further income stream for Burntwood Cemetery which can be reinvested in the Cemetery

Contact Officer

Steve Lightfoot
Town Clerk
01543 677166

BURNTWOOD CEMETERY RULES AND REGULATIONS With effect from November 2024

Definitions

In these Rules

'The Council'	means Burntwood Town Council.
'Cemetery'	means Burntwood Cemetery situated on St Matthews Road, Burntwood, Staffordshire WS7 9QD
'Grave'	means a burial place formed in the ground by excavation and without any internal walls or artificial lining.
'Private Grave'	means a grave or cremated remains plot to which the Council grants a deed conferring on the purchaser an exclusive right of burial. An adult grave is at least 1.5 metres wide and 2.5 metres long and one, two, or three persons may be interred subject to the initial interment. A child grave is at least 1.5 metres wide and 1.5 metres long and is for a single child. A cremated remains plot is at least 1 metre wide and 1 metre long and up to four caskets may be interred.
'Deed'	granting to a purchaser an exclusive right of burial in a private grave
'Resident'	means a person who was at the time of his or her decease a permanent resident within the Burntwood Civil Parish boundaries or whose last normal place of residence before confinement elsewhere in a hospital, hospice, a residential care home or <u>assisted</u> living in a retirement home or village due to ill health or age was within Burntwood Civil Parish boundaries. In the case of a deceased child the residential qualifications of the parents will be the deciding factor.
'Non-Resident'	Original text: all fees are multiplied by four for non-residents of the Parish of Burntwood. New text: a non-resident is defined as 'a person who, at the time of their death, was not a permanent resident of Burntwood, or had not been a resident before confinement in a residential care home or assisted living facility), according to the Electoral Register.

[Councillors: this is a new paragraph added to the definitions. Please see main report for recommendations]

'Memorial'	Permanent memorials will be either, 'Lawn Type' for adult and child graves or 'Desk-Top' for cremated remains plots. See Memorial Appendix 1 for details of shape and size [Attached].
'Regulations'	The rules and regulations of the operation and management of Burntwood Cemetery which will be in effect from time to time. The current rules and regulations that are in force from time to time will be available on the website of Burntwood Town Council.
'Assisted Living in a retirement home or village'	Means a Resident that is receiving either domiciliary or nursing care and has no other place of residence. Evidence of the domiciliary or nursing package must be provided to the Council to exercise the exclusive right of burial.
Exclusive Right of Burial (ERoB)	New text: If you are the Registered Owner of the Exclusive Right of Burial, you have the automatic right to be buried in the grave. You may also allow others to be buried in the grave. No memorial may be placed on the grave without the written permission of the grave owner during the period of the Exclusive Right of Burial [Councillors – new text added to the definitions].

1. Deed of Grant of Exclusive Right of Burial

- 1.1 On the purchase of the Exclusive Right of Burial in a grave, a deed of grant shall be issued to the person whom, or on whose behalf, the said Exclusive Right of Burial is purchased.
- 1.2 The Deed between the Council and the Lessee will be subject to the Regulations that are in force from time to time regarding interments in the said Cemetery that are in force at the date of death and are published by Burntwood Town Council from time to time.

2. General Arrangement of the Cemetery

- 2.1 Burntwood Cemetery is designated as a “Lawned Cemetery” with concrete plinths to which memorials may be fitted. Private Graves may only be excavated at right angles to the concrete plinth.
- 2.2 Interment in a private grave must be a person who was at the time of his or her decease a resident of Burntwood. If said resident lived outside of Burntwood the fee will be multiplied by four (see definition of ‘resident’ and ‘non-resident’).

[Councillors: please see covering paper. If the committee agrees this paragraph would be amended as follows ‘...If said resident lived outside of Burntwood the fee will be multiplied by two’]

- 2.3 Only human remains can be interred in any plot in this cemetery.
- 2.4 No private grave can be pre-purchased.
- 2.5 Private graves will be turfed at ground level as soon as possible after an interment and no later than 6 months after the interment.
- 2.6 The concrete plinth remains in the ownership of the Town Council in perpetuity.

3. Management and Maintenance

- 3.1 The management of the Cemetery will be undertaken by the Council or its appointed contractors and will include the maintenance of all lawns, trees and shrubs.
- 3.2 The Council will exercise proper care in its maintenance operations but will not accept responsibility for any damage which these operations may cause.

1. Exceptions

Original text: The Council also reserves the right to decline, at its absolute discretion, to grant rights of burial whenever it thinks it proper to do so.

New text: The Council reserves the right to decline, at its absolute discretion, to grant rights of burial whenever it thinks it proper to do so. In this instance, a decision would be made by the Proper Officer and notified to the Leader and Chair of the Council. Should the decision be disputed, this would be escalated to the appropriate councillor or council meeting for review.

[Councillors: Amended to specify a process. Reasons for exclusion might be politically or criminally sensitive for example.]

4.2 The Council reserves the right, after reasonable notice to the Exclusive Right Deed holder and failure on their part to take any necessary action, to remove or alter any works or other things which may be infringements of these Rules or which may, in its opinion, be in a state of disrepair or be a health and safety hazard.

4.3 The Council also reserves the right to exclude the public from the Cemetery whenever it may consider this to be reasonable and proper.

4. Rights of Burial – Exercise of Rights

5.1 No interment shall take place, and no memorial shall be placed in, removed from or altered in the Cemetery without the permission of the Council's Proper Officer and without a Council Officer being present.

5.2 No remains shall be buried in a grave where any part of the coffin is less than 90cm (3 feet) below the level of the ground adjoining the grave.

5.3 No remains shall be buried in a grave unless the coffin is separated from a coffin previously interred in the grave by a layer of earth not less than 15cm (6 inches) thick.

5.4 When a grave is reopened for another burial, no person shall disturb any human remains previously interred.

6. Rights of Burial – Registration and Proof of

6.1 When a Deed is granted conferring exclusive right of burial in a private grave, the details are registered in the Council Cemetery Records. Prior to any additional interment in a private grave, the Deed or Deed number must be provided (in person or by email) to the Proper Officer.

6.2 If the Deed has been lost or mislaid, or the consent of the Deed holder cannot be conveniently obtained, the grave may be reopened if the Council approves an application made by a person whom the Council consider entitled to make such an application.

6.3 The Council reserves the right to ask that person, at their own expense, to make a Statutory Declaration giving an Indemnity to the Council.

7. Notice of Interment

7.1 A Funeral Director requiring an interment in the Cemetery, must, in the first instance, contact the Council. Once a mutually acceptable date and time for the interment has been agreed between both parties, the necessary paperwork must be completed by the Funeral Director and delivered to the Council offices.

7.2 The details of all 'Notices of Interment' must be clearly and completely stated on the printed forms supplied by the Council. Responsibility for any error rests with the person(s) signing the Notice. These documents together with a Certificate of Disposal issued by the Registrar of Deaths in accordance with the Births and Deaths Registration Act 1926 or the Coroners Order, together with a Certified Copy of the Registration of Death (or a photocopy) must be delivered (manually or electronically) to the Council Offices.

- 7.3 For the burial of a stillborn child and/or a non-viable foetus, a certificate in accordance with the Births and Deaths Registration Act 1926 will be required.
- 7.4 The dimensions of the coffin must be supplied at the time the notice of interment is given. The documents must be received by the Council a minimum of three clear working days prior to the interment.
- 8. Hours of Interment**
- 8.1 **Original text:** All interments shall take place between the hours of 9.30 a.m. to 2.30 p.m. on Tuesday to Friday, or by arrangement with the Council.
- New text:** Interments outside these hours may be considered at the Council's discretion.
- 8.2 No interments will be allowed on Saturdays, Sundays, or other public or bank holiday and any other day set aside by the Council as a holiday.
- 8.3 In urgent cases, on the production of a registered medical practitioner's certificate stating that the burial must take place quickly, the arrangements for the interment will be at the discretion of the Proper Officer.
- 9. Interments**
- 9.1 All graves will be excavated by persons appointed by the Council.
- 9.2 No grave shall be deepened after the first burial.
- 9.3 Coffins shall be made of wood or bio-degradable materials.
- 10. Treatment of Remains**
- 10.1 No buried human remains may be removed or disturbed, including relocating coffins in the same grave, without a licence from the appropriate Secretary of State.
- 11. Conduct**
- 11.1 No person shall do anything likely to cause offence to other persons lawfully using the Cemetery.
- 11.2 All visitors shall keep to the pathways where possible and shall conduct themselves in a quiet and orderly manner. No person shall commit a nuisance within the Cemetery.
- 11.3 Children under ten years of age will not be admitted unless accompanied by a responsible person.
- 11.4 **Original text:** Dogs are not permitted in any part of the Cemetery unless they are a support dog for a person attending a funeral or a grave.
- New text [subject to decision]:** Dogs (including support dogs) are permitted. All dogs must be under control and on a short lead. All dog waste should be disposed of in the bins provided.
- 11.5 No person in the Cemetery shall smoke, vape or be in possession of alcohol or any illegal substance.

- 11.6 No vehicle (except a vehicle in attendance upon a funeral or a grave) is allowed to enter the Cemetery unless the permission of the Council is first obtained. Bicycles must not be ridden on the pathways. At all times a one-way system will be in operation and any speed must not exceed five (5) miles per hour.
- 11.7 No band or music will be allowed to play in the Cemetery save at a military funeral or by special consent of the Council.
- 11.8 Visitors or persons attending funerals shall not interrupt the Council's workmen or employees at their duties.
- 11.9 No person shall distribute any business card, advertisement or literature of any kind within the Cemetery.
- 11.10 No person shall leave any litter or refuse in any part of the Cemetery except in the trade refuse bins provided by the Council
- 11.11 No person shall cut or interfere with any turf, trees, shrubs, plants, flowers or lawns within the Cemetery, except in the execution of Council duties as described in these regulations.

12. Administration and Office Hours

The Council Offices are situated at:

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

The offices are open for the transaction of business from 9.00 am to 3pm on Monday-Friday. The Office will not be open on Saturdays, Sundays, public or bank holidays and any other day set aside by the Council as a holiday.

13. Admission of the Public

The Cemetery will be open to the public for visiting daily as follows:

9.00 a.m. until 4.00 p.m. 01 October – 31 March

Original text: 9.00 a.m. until 6.00 p.m. 01 April – 30 September

New text: 9.00 a.m. until 8.00 p.m. 01 April – 30 September

[Councillors please note the proposal to extend the opening hours in the summer months to 9pm]

13. Memorials

- 13.1 Memorials may be erected on the concrete plinth at the head of a private grave subject to the permission of the Proper Officer being granted to an approved memorial mason. Approved` memorial masons are those who have signed up to the Council's Memorial Registration Scheme.
- 13.2 The right to erect a memorial rests with the 'Exclusive Right of Deed' Holder, their successor in title or next of kin or executor, and will be for the unexpired portion of

the Grant of Exclusive Right of Burial. An application must be made to the Proper Officer and approval received, before carrying out any work. The Council reserves the right to remove memorials from a grave space or cremated remains plot when the period of the right of burial has expired.

- 3.3 No grave mound, kerbing or other surround will be permitted in any section of the Cemetery and private graves will be turfed at ground level as soon as possible after an interment.

- 13.2 Prior to the production of a new memorial, or an alteration to an existing one, an application shall be submitted to the Council. The application shall show the name and address of the mason and will consist of two drawings detailing the specifications and showing the dimensions and shape of the base and headstone and the text of any inscription. The Council will have five clear working days from the date of receipt to consider the application.

On approval, a permit which may include a signed copy of the drawing will be returned to the applicant. If the mason commences work on the memorial prior to receiving the Council's permission it will be at their own risk.

- 13.3 All memorials shall be constructed of granite, marble, slate or other hard natural stone of durable and sound quality as approved by the Council and shall have the number of the grave space cut conspicuously on the side of the memorial or the base. Trade inscriptions other than the supplier's or mason's name will not be permitted.
- 13.4 Only lawn-type headstones may be erected on adult or child burial plots. They must be fixed centrally to the grave space and abutting the inner edge of the concrete plinth edging kerb.
- 13.5 The headpiece shall be constructed of a single piece of stone, although they may be inlaid with natural stone, lead or bronze, or other material as approved by the council as part of the design or inscription. They shall not exceed 90cm (36 inches) in height, 90cm (36 inches) in width or be less than 7.5cm (3 inches) in thickness.
- 13.6 The base must also be constructed of a single piece of stone.
- 13.7 The base of the memorial may be drilled to accommodate up to three (3) metal vases which do not protrude more than 2.5cm (1 inch) above the base.
- 13.8 The headpiece must be fixed to the base by the approved method complying with BS 8415:2005+A1 2009
- The headpiece and base must be fixed to the concrete plinth by the approved method complying with BS 8415:2005+A1 2009
- 13.9 The overall height of the headpiece and base must not exceed 90cm (36 inches). The headpiece and base or any part thereof shall not protrude beyond the inner edge of the kerb (edging stone) and shall not be greater than 37.5cm (15 inches) in depth.
- 13.10 The text on any memorial shall be subject to the approval of the Council.

- 13.11 Only Desk Top style memorials may be positioned on Cremated Remains Plots. They must be positioned in the location indicated by the Proper Officer.

14. 4-Casket Remains Plots – Desk Top Style

- 14.1 The memorials shall be constructed of a single piece of stone, although they may be inlaid with natural stone, lead or bronze or other material as approved by the council as part of the design.

Memorial Size

The size shall not exceed 22.5cm (9 inches) or be less than 5.0cm (2 inches) in height, 60cm (24 inches) in width, and 45cm (18 inches) in depth. The memorial or part thereof shall not protrude beyond the inner edge of the kerb (edging stone). The memorial may be drilled to accommodate up to three (3) metal vases which do not protrude more than 2.5cm (1 inch) above the memorial. The memorial shall be fixed to the Cremated Remains plot abutting the inner edge of the concrete plinth edging kerb.

15. 2-Casket Remains Plots – Desk Top Style

The memorials shall be constructed of a single piece of stone, although they may be inlaid with natural stone, lead or bronze or other material as approved by the council as part of the design.

Memorial Size

The size shall not exceed 22.5cm (9 inches) or be less than 5.0cm (2 inches) in height, 45cm (18 inches) in width, and 45cm (18 inches) in depth. The memorial or part thereof shall not protrude beyond the inner edge of the kerb (edging stone). The memorial may be drilled to accommodate up to two (2) metal vases which do not protrude more than 2.5cm (1 inch) above the memorial. The memorial shall be fixed to the Cremated Remain plot abutting the inner edge of the concrete plinth edging kerb.

Subject to the permission of the Proper Officer, photographs of the deceased may be affixed to memorials provided that such photographs are of an approved material and do not exceed an overall size of 10cm by 7.5cm (4 inches by 3 inches) and not exceed one per interment. The Council reserves the right to remove these without notice.

All workmen employed on behalf of the owner of the exclusive right of burial to erect any monument shall carry out their work strictly under the direction of the Council and shall:

- (a) at the cost of the owner, fill up and level the ground, remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work.
- (b) perform the work during the normal opening hours of the Cemetery with a Council Officer in attendance.

14. Memorial maintenance

- 14.1. Cut flowers and evergreens may be placed in approved vases prior to the placing of a memorial or for a period not exceeding 12 months from the date of interment.
- 14.2. Memorials of metal, pottery, plastic, glass or fibreglass are forbidden and may be removed without notice.
- 14.3. No more than two vases per grave or cremated remains plot will be allowed. The vases must be made of stone or pottery and measure no more than 22.5cm (9 inches) high or wide. The Council may remove a vase made of any other material.
- 14.4. No more than two 6-inch cubic memorial flower vases fixed with a plaque be permitted
- 14.5. After a memorial is fixed no other vase or decoration shall be placed on the grave or concrete plinth.

[Note: Councillors - we currently allow these decorations for 1 -2 weeks before they are removed.]

- 14.6. The Council reserves the right to remove flowers/wreaths for maintenance purposes and to remove them permanently when they are withered (after 14 days either by relatives and friends of the deceased or the Proper Officer).
- 14.7. **Original text:** No ornaments, windmills, lanterns, wind chimes, balloons, solar lights are to be placed on or around the grave space or cremated remains plot or on the concrete plinth.

New text: No decorations or musical adornments may be placed on trees in the cemetery. The council reserves the right to remove any prohibited decorations from trees in the cemetery.

15. Execution of Works

- 15.1. **Original text:** Works may not be commenced at the Cemetery until any fees payable to the Council have been paid and any required permission has been granted.

Proposed amendment: Work may not be commenced at the Cemetery until the appropriate information has been provided to the proper officer. No Deed will be provided until fees have been paid.

[Councillors – please note that the process currently works as described in the proposed amendment. Once we’re notified, the interment goes ahead, but the Deed is not sent until payment is received]. This process works successfully.

- 15.2. Masons will only be admitted into the Cemetery to install, remove or alter a memorial after an application is made to the Council and permission is granted. The application must be made at least five clear working days before the mason wishes to carry out the work. A mutually acceptable date and time for any work to be undertaken must be agreed between both parties. No application to fix a memorial can be made until the Council has agreed and returned to the mason the original memorial design application permit. A Council Officer or representative must be on site when the work

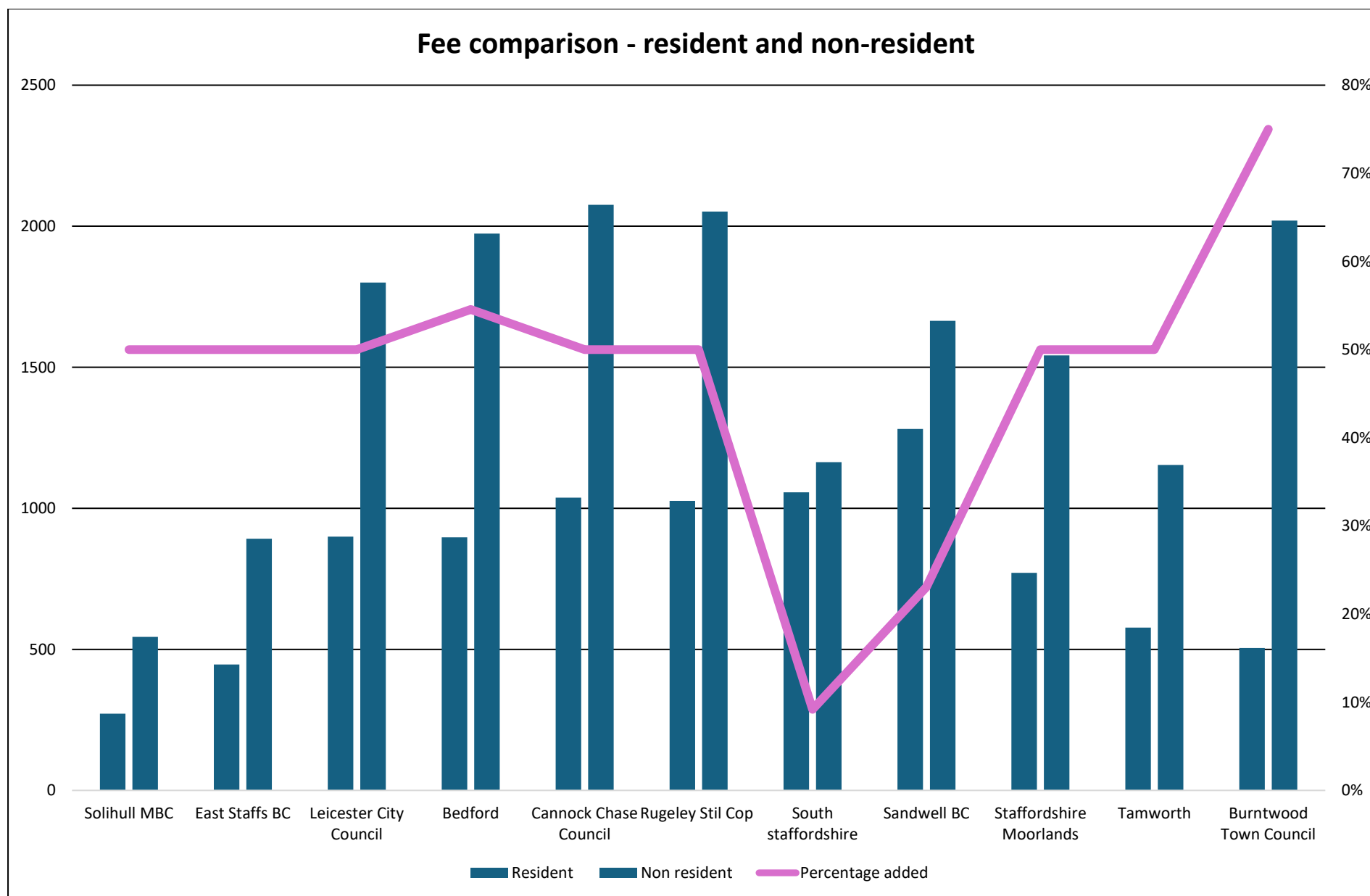
is commenced. All refuse, surplus soil, rubbish and materials shall be removed at the completion of the work to the satisfaction of the Council. No works may be executed on Saturdays, Sundays or other public or bank holiday and any other day set apart by the Council as a holiday.

- 15.3. The removal and re-erection of a monument to facilitate the reopening of a private grave or to level such grave shall be at the expense of the grave owner.
- 15.4. Any memorial removed from a grave to facilitate an interment shall be replaced as soon as possible, but in any case, no later than the first anniversary of the last interment.
- 15.5. Any unauthorised memorial shall be removed at the expense of the private grave owner.
- 15.6. Any memorial erected in the Cemetery remains the property and responsibility of the private grave owner. It remains in the Cemetery at the sole risk of the owner and must be kept in a good state of repair.
- 15.7. The Council shall not be held responsible for any damage or breakage which may occur to any memorial through any cause whatsoever.
- 15.8. Temporary grave markers with nameplates may be installed for a period not exceeding 12 months or until a memorial is erected or the grave or cremated remains plot is lawned.
- 16. Charges**
- 16.1. The charges fixed by the Council for the granting of various rights connected with the Cemetery are available by contacting The Council. All charges are payable at the Council Office.
- 16.2. The Council may from time to time make alterations to the Rules and Regulations and any Rights of Interment in a private grave will be subject to these Rules and any others that may be made by the Council as well as any present or future Statutory Regulations that are in force at the date of death.
- 16.3. Any rules and regulations previously in force in respect of Burntwood Cemetery are hereby superseded.

Updated November 2024

**BURNTWOOD TOWN COUNCIL CEMETERY
FEES 01 APRIL 2024 - 31 MARCH 2025**

	2024/25 £
Exclusive Right of Burial	
Burial	
Adult Grave and Memorial Licence - 30 Year Licence	1216.50
Child Grave and Memorial Licence - 5 Years of age and under - Single Only - 30 Year Licence	808.00
Child Grave - Additional 10 Years	209.50
Cremation	
Cremated Remains Plot (Max 2) and Memorial Licence - 30 Year Licence	405.00
Cremated Remains Plot and Memorial Licence - 5 years and under - Single Only - 30 Year Licence	405.00
Cremated Remains Plot (Max 4) and Memorial Licence - 30 Year Licence	808.00
Out of Parish Area Charge	4x
Additional years	
Adult Grave - Additional 10 Years	341.00
Cremated Remains Plot (Max 2) - Additional 10 Years	108.50
Cremated Remains Plot (Max 4) - Additional 10 Years	209.50
Memorial Licence – Additional 10 Years (to run concurrently with Exclusive Right of Burial)	61.00
First Interment Fee	
Burial	
Adult Grave - Single Standard Coffin Size (Max 6'6" x 26")	505.00
Adult Grave - Double Standard Coffin Size (Max 6'6" x 26")	600.00
Adult Grave - Triple Standard Coffin Size (Max 6'6" x 26")	732.50
Child Grave - Child aged 5 or under - Single Grave Only	NIL
Cremation	
Cremated Remains Plot - Single Cremated Remains Casket	309.00
Cremated Remains Plot - Two Cremated Remains Caskets - (Same Day) Interment	380.00
Cremated Remains Plot - Interment for a Child aged 5 or under – Single Plot Only	NIL
Memorials	
Additional Inscription Licence Fee	61.00
Late or Early Arrival at the Cemetery per Quarter Hour	14.50
Memorial Plaques – for Memorial Wall (150mm x 100mm)	43.50
Re-Opening Burial or Cremated Remains Plot - Interment Fees	
Burial	
Adult Grave - Double - Second Interment	505.00
Adult Grave - Triple - Second Interment	600.00
Adult Grave - Triple - Third Interment	505.00
Cremation	
Cremated Remains Plot - Single Casket - Second, Third or Fourth Interment	309.00
Cremated Remains Plot - Two Caskets - Second and Third or Third and Fourth Interments	380.00
Other	
Oversized Grave - Additional Fee (Standard Coffin Size is 6'6" x 26")	66.50
Late or Early Arrival at the Cemetery per Quarter Hour	37.50
Exhumations	
Graves and Cremated Remains Plots - ALL at Actual Cost	



BURNTWOOD TOWN COUNCIL - 2025-26 BUDGET

(DRAFT VERSION - 7 AUGUST 2024)

		<u>2023-24</u> <u>Actual</u>	<u>2024-25 6</u> <u>mths Apr-</u> <u>Sep</u>	<u>2024-25</u> <u>Approved</u> <u>Budget</u>	<u>2025-26</u> <u>Draft</u> <u>budget</u>	<u>Notes</u>
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)						
100 Corporate						
	1176 Precept	362,782		385,542	385,542	assume 0%
	1199 CCLA interest	13,837		11,000	10,000	?
	1205 Bank account interest	1,000		400	500	
	1206 CIL income (Has to be earmarked)	7,665		0	0	
Total	Corporate Income	385,283	0	396,942	396,042	
4998	CIL expenditure (Spend will be taken from earmarked reserve)	5,856		0	0	
104 Old Mining College Centre						
	1070 Unit rents	28,717		31,261	31,261	full occupancy
	1071 Unit service charges	26,077		30,638	31,557	full occupancy assume 3% increase
	1072 Room hire	1,568		500	500	
	1025 Sundry income (incl. sheds, recharges for PA Testing)	827		750	750	
Total	OMCC income	57,189	0	63,149	64,068	
						? Amount to ERM for sink fund?
4019	Employee expenses - Caretaker and cleaners	26,356		26,740	26,310	
4022	NNDR Rates	7,984		8,228	9,000	est
4023	Water rates	1,579		1,431	1,600	est
4055	Energy (Gas & electric)	10,862		24,000	25,000	
4056	Building and grounds maintenance (Alarms, lift, pest control, parts etc.)	14,830		11,660	12,500	
4180	Professional fees (Now under cost centre 107)	700				
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	2,151		3,392	4,000	
Total	OMCC expenditure	64,461	0	75,451	78,410	difference between income and expenditure is the true cost of BTC residence
105 Transport						
4064	Members travel costs	0	0	50	150	uplift to reflect membership of CCIN, SPCA, NALC and opportunity for Conference or

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107 Supplies and Services, BTC						
1025 Sundry income		26		0	0	
4019	Employee expenses	216,721		231,364	235,835	
4060	Employees car mileage	373		500	500	
4057	Telephones & Broadband	2,325		2,900	3,000	
4120	Postage	90		200	250	
4139	Computers, software and other office equipment	12,813		13,400	8,000	savings with new IT contract
						Deleted 4140, 4165 and 4166, now under Communications
4211	Office expenses (to include stationery, photocopier etc.)	2,433		3,180	3,350	
4212	Training & conferences	88		2,000	2,000	
4170	Subscriptions	300		750	2,000	Need to include for SPCA in new budget
4180	Professional fees (in 24/25 includes all professional fees prev. under OMC)	6,437		2,226	3,500	Keelys HR, SCC H&S
4220	Bank charges	270		265	280	
4221	Insurance premiums	5,496		6,360	6,900	
4234	Audit	1,506		2,703	3,000	
4059	Other supplies and services	393		1,166	1,500	
Total	BTC supplies & services expenditure	249,245	0	267,014	270,115	
108 Communications						
4171	All advertising, newsletters, website, social media etc	4,689		8,000	8,450	
201 Street Lighting						
4055	Energy	957		1,855	2,000	
4241	Maintenance	548		750	750	
4242	Replacement	0		0	0	ERM?
202 Bus Shelters						
4241	Maintenance	283		2,500	1,000	
4242	Replacement	3,580		0	0	

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203 Christmas Lights and Trees						
4260	General expenses	2,817		3,180	3,480	
205 Traffic Islands						
1030 Traffic Islands: Sponsorship		5,950		6,350	7,050	assume 1 vacancy
4304	Signage	418		318	500	
4306	NNDR: Traffic Islands	195		244	280	
4241	Maintenance (to include grass cutting, bedding plants etc.)	7,329		7,902	8,250	
206 Brighter Burntwood (previously Hanging Baskets & Planters)						
4241	Maintenance	944		1,500	4,500	to reflect more planters, wildflowers Funded from 14k ERM
4260	General expenses	0		0	0	Separate code not needed?
207 Flagpole						
1025 Sundry income		0		0	0	
4241	Maintenance	2		500	500	
209 Coulter Lane Burial Ground						
4241	Maintenance	862		1,961	2,100	
211 Burntwood Town Strategy						
4754	BTS projects	3,897		0		
212 Burntwood Response and Repair Team						
4767	BURRT vehicle costs	1,500		2,120	2,350	servicing, repairs, insurance,
4766	Repairs and improvements - materials etc.	52		2,000	2,000	includes items like grit, replacement batteries, other sundries

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213 Community Events						
1090	Wakes: Pitch fees	680		400	400	
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	16,883		0	0	
1101	Christmas: All income	570		0	0	
1102	Play in the Parks	2,167		0	0	
1110	Other events income	0		0	0	
Total	Events income	20,300	0	400	400	
4262	Christmas events	8,373		10,360	11,000	
4390	Wakes - all expenditure	28,336		12,800	17,100	
4761	Play in the Parks	8,870		9,000	9,450	
4398	Producers Markets	7,069		8,480	9,000	
4399	Other events expenditure	0		0		
Total	Events expenditure	52,648	0	40,640	46,550	apart from Market, one single Events line
214 Community Development (previously Community Projects)						
1025	Sundry income	0		0	0	remove
4764	Other Community Projects (including defibrillators, LG Partnership)	1,267		10,000	5,000	
	Lichfield Garick Partnership				5,000	
215 SCAMP						
4550	SCAMP: Maintenance	0		250	250	
216 Neighbourhood Plan						
4728	Neighbourhood Plan expenditure	0		0		
301 Civic Expenses						
1062	Fundraising (to be earmarked)	279		0	0	
4360	Chair's Expenses	0		60	60	
4368	Fundraising expenditure (Donations & distribution of funds raised)	720		0	0	
4361	General expenses	83		212	250	

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302 Better Burntwood incl. grants						
4416	Better Burntwood expenditure	22,770		27,560	27,000	including 15000 for commissioning already committed.
4417	External grant expenditure	0		5,000	5,000	what's this?
4760	S Sutton Bursary/Youth award	2,000		1,000	2,000	request for 2 awards in 25/26
310 Election Expenses						
4701	Election expenses	19,544		10,600	10,600	
401 Burntwood Cemetery						
1000	Burial fees/ licences	40,356		29,680	33,000	
1001	Memorial plaques	82		100	100	
4019	Employee expenses	3,908		4,092	4,250	
4810	Grave digging	7,080		4,770	4,900	
4820	NNDR: Burntwood Cemetery	1,493		1,537	1,650	
4864	Grounds maintenance	9,700		7,950	8,300	
4863	Other maintenance and services (to include gritting, skips etc.)	4,952		5,300	5,550	
4163	General office expenses (e.g. plaque engraving, ICCM)	541		423	500	
Total	Cemetery expenditure	27,674	0	24,072	25,150	
501 Capital Expenditure						
4901	OMCC refurbishment works	0		0	0	
4903	CTMC purchase	240,000			0	
4666	Capital works (any other)	0				work will be completed in 24/25 FY
Total	Capital Expenditure	240,000	0	0	0	
502 Chase Terrace Methodist Church						
1130	Community Ownership Funding			0	0	
1079	Room hire & other income	83		13,500	14,000	
4022	NNDR	0		4,000	4,000	
4023	Water rates	0			300	No specific budget set at this level in 24/25
4055	Energy	41			800	No specific budget set at this level in 24/25
4065	CTCC cleaning & maintenance	1,021		4,000	4,000	
4066	CTCC administration	0		4,500	4,500	
4221	Insurance	0		1,000	1,100	
Total		1,062	0	13,500	9,600	

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	TOTAL INCOME	509,547	0	510,121	514,660	
	TOTAL EXPENDITURE	715,403	0	508,239	516,295	
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	205,856	0	1,882	-1,635	