



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

Tel: 01543 677166  
Email: [steve.lightfoot@burntwood-tc.gov.uk](mailto:steve.lightfoot@burntwood-tc.gov.uk)  
[www.burntwood-tc.gov.uk](http://www.burntwood-tc.gov.uk)

Our Ref: SL/JM

13 January 2025

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

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **71 Room, Burntwood Memorial Institute, Rugeley Road, Burntwood on Monday 20 January 2025 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

**Steve Lightfoot**  
Town Clerk

**LIMITLESS PROPOSAL FOR BURNTWOOD'S CULTURAL STRATEGY**

Members to receive a presentation by Limitless followed by a Q&A Session.

**PUBLIC FORUM**

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

**COUNTY COUNCILLOR PLATFORM**

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

## **AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To receive declarations of interests and consider requests for dispensations.

**3. MINUTES**

To approve as a correct record the Minutes of the Meeting of the Town Council held on 12 November 2024 (Minute Nos. 53-63) be received and where necessary approved and adopted (**ENCLOSURE NO. 1**).

**4. CHAIR'S REPORT**

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

**5. MEMBERS QUESTIONS**

**6. NOTICE OF CASUAL VACANCY – HUNSLET WARD**

To formally note that the Town Clerk declared a Casual Vacancy on the Town Council on 20 November 2024.

**Casual Vacancy process:**

A minimum of ten local government electors from the Hunslet Ward had until midnight on 04 December 2024 to inform Lichfield District Council that they wanted an election to be held.

Pursuant to the Notice issued and published on 20 November 2024, no Notice requesting a Poll had been delivered to the Returning Officer at Lichfield District Council. The Town Council advertised the vacancy to be filled by co-option on 08 January 2025 with a closing date of midnight 02 March 2025.

**7. NOTICE OF CASUAL VACANCY – HIGHFIELD WARD**

To formally note that the Town Clerk declared a Casual Vacancy on the Town Council on 25 November 2024.

**Casual Vacancy process:**

A minimum of ten local government electors from the Hunslet Ward had until midnight on 09 December 2024 to inform Lichfield District Council that they wanted an election to be held.

Pursuant to the Notice issued and published on 25 November 2024, no Notice requesting a Poll had been delivered to the Returning Officer at Lichfield District Council. The Town Council advertised the vacancy to be filled by co-option on 08 January 2025 with a closing date of midnight 02 March 2025.

- 8. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET FOR 2024/25**  
For information purposes only. No decision is required by the Council. The report shows income and expenditure compared to budget for the first 8 months, April to November (67%) of the financial year **[ENCLOSURE NO. 2 AND APPENDIX A]**.
- 9. BUDGET AND PRECEPT 2025/26**  
The Town Council is recommended to approve the budget and precept for 2025/26 **[ENCLOSURE NO. 3 AND APPENDICES A AND B]**
- 10. POLICY AND RESOURCES COMMITTEE – 06 NOVEMBER 2024**  
Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 06 November 2024 (Minute Nos. 23-37) be received and where necessary approved and adopted **(ENCLOSURE NO. 4)**.
- 11. COMMUNITY AND PARTNERSHIPS COMMITTEE – 07 NOVEMBER 2024**  
Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 07 November 2024 (Minute Nos. 26-34) be received and where necessary approved and adopted **(ENCLOSURE NO. 5)**.
- 12. PLANNING AND DEVELOPMENT COMMITTEE – 11 NOVEMBER 2024 AND 11 DECEMBER 2024**  
Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 11 November 2024 (Minute Nos. 32-38) and 11 December 2024 (Minute Nos. 39-44) be received and where necessary approved and adopted **(ENCLOSURE NO. 6A AND 6B)**.
- 13. EXCLUSION OF THE PRESS AND PUBLIC**  
  
**RESOLVED** That under the Public Bodies [Admissions of Meeting] Act 1960 [Section 2] [and as expended by Section 100 of the Local Government Act 1972], the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.
- 14. COMMUNITY AND PARTNERSHIPS COMMITTEE – 04 DECEMBER 2024**  
Chair of the Community and Partnerships Committee to move that the proceedings of the confidential meeting held on 04 December 2024 (Minute Nos. 35-38) be received and where necessary approved and adopted **(ENCLOSURE NO. 7 PINK)**.
- 15. LICHFIELD GARRICK THEATRE AND BURNTWOOD TOWN COUNCIL PARTNERSHIP**  
See Confidential Report **(ENCLOSURE NO. 8 PINK)**.

#### **PUBLIC FORUM**

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

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

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

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

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL  
HELD IN THE MAIN HALL, BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,  
BURNTWOOD ON TUESDAY 12 NOVEMBER 2024 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Coe MBE (in the Chair)

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

**In attendance**

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Wilcox

**PUBLIC FORUM**

No questions were raised by members of the public.

**COUNTY COUNCILLOR PLATFORM**

In the absence of County Councillors Cox and Loughbrough-Rudd (due to prior commitments), County Councillor Wilcox gave the following update:

**County Councillor Loughbrough-Rudd (Burntwood North Division)**

Extra highways crews from Staffordshire County Council will be out and about fixing more roads over the next few weeks. Last winter was one of the wettest on record, and this has taken a toll on our local roads. Lots of residents have been telling me how important having good roads is to them, so crews will be pulling out all the stops over the next week to repair as many defects as they can. They will mainly be concentrating on repairing potholes and drainage issues but will also be making sure our roads are in a decent condition before next winter.

The Crews will be in the following areas between the 11-15th weather depending. In Burntwood North the roads are Myatt Avenue, Morley Road, Rochester Avenue, Ironstone Road, Redwood Drive, Water Street and Cannock Road.

**County Councillor Wilcox (Burntwood South Division)**

County Councillor Wilcox explained that extra highways crews will be out and about in Burntwood on a mission to fix more roads. Staffordshire County Council's highways crew will be on High Street, Miners Way, Baker Street, Cedar Road, Farewell Lane, Rowan Grove, Milestone Way, Sycamore Road, Norton Lane, Chase Road over the next week, carrying out pothole repairs and tackling drainage issues. These extra crews are the result of a nearly £8 million investment the County Council is making into Staffordshire's roads, to help repair the damage done by one of the wettest winters on record, and to ensure they are prepared for next winter. This is in addition to the £30 million investment the county council is making in maintaining and improving Staffordshire's highways over the next two years, alongside a total of £53 million being spent on a range of major projects, vital road improvements and general road maintenance in 24/25.

County Councillor Wilcox confirmed that he had held his Divisional Highways Meeting last week where he had invited the Leader and Town Clerk to join him, unfortunately the Leader was unable to attend however the Town Clerk did and had a valuable insight into planned works and was able to raise other issues affecting the town. He said that he intended to offer this invitation periodically to the Town Council.

County Councillor Wilcox explained that he was working with Burntwood Rugby Club to get the fence repairs that borders along the footpath near to their entrance, and he is also working with Chasewater Officers to get the footpath reinstated at the side of the Light Railway running down to the Café avoiding pedestrians having to walk down the main entrance road to the Club which has become dangerous with so many cars parked along this road. He is also looking at what quick wins – potentially painting some warning signs on the road to slow motorists.

County Councillor Wilcox stated that still early talks continue with interested parties including the District and Town Councils over bringing a piece of derelict land into a community space down opposite the Star Pub. Discussions about a peppercorn lease from the County Council and some highway improvements are being considered.

Councillor P Taylor suggested that perhaps members of the public could be signposted to Church Street car park which he believed was open most days now (Chasetown Football Club hold a key) and if the set of steps by the bridge leading from the football club could be repaired properly that would also be beneficial.

Councillor Woodward referred to Staffordshire County Council's investment of £7 million to redevelop Chasewater Innovation Centre and the surrounding area. She felt that public feedback was key to shaping these improvements however neither Chasewater Friends nor Burntwood Town Council had been officially consulted. Councillor Woodward asked if the improvements at the Rugby Club were part of the £7 million investment. County Councillor Wilcox confirmed that the proposed improvements would be funded through his Divisional Highways Fund. He also said that he was disappointed with the progress made with regard to the redevelopment of Chasewater as the £7 million had been allocated and would consult with the portfolio holder.

### **53. APOLOGIES FOR ABSENCE**

Councillor Bacon (Unwell)  
Councillor R Ennis (Work Commitments)  
Councillor Flanagan (Work Commitments)  
Councillor Hancox (Personal Reasons)  
Councillor Holdsworth (Work Commitments)  
Councillor Kirkham (Work Commitments)

The reasons for the apologies were approved.

### **54. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Woodward declared an interest in any items relating to Chasewater Friends as she is a member of that organisation.

### **55. MINUTES**

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

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

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 17 September 2024 (Minute Nos. 38-52) be received and where necessary approved and adopted.

**56. CHAIR'S REPORT**

The Chair read out the following statement:

The role of Chair is certainly diverse and very interesting. Since the last meeting I have taken part in a range of meetings and events, each one in some way contributing to our brilliant community.

I attended a launch party at Chasewater Mews Care Home. It was really interesting to talk to some of the residents and their families. There are a range of activities planned and, on the day, they had a singer there and staff were encouraging them to join in, sing along and dance. Being of a certain age I always worry in case I am mistaken for a resident and not allowed to leave.

Another interesting event was judging Burntwood Be A Friend's Scarecrow Competition. Being my first time I decided to consult an expert so I googled it. I wanted to make sure that I would judge fairly. Who knew there was so much to it. I had to judge on creativity, sustainability, materials used and a number of other technical aspects. It was lovely to see the very diverse ideas that people had come up with. If anyone needs a copy of my score sheet, I am happy to share it.

It was lovely to see the refurbished front of house at the Garrick Theatre and Studio. I got a photo with the Pantomime Dame for the upcoming Jack and the Beanstalk. The building looks really fresh, comfortable, and very up to date. We are lucky to have the Garrick and particularly this year as they are working with Burntwood Schools to deliver arts into our town.

On Sunday I was honoured to lay a wreath from the Town Council at the memorial at St John's Community Church Remembrance Service. It is always very moving to hear the names of those who sacrificed their lives so that we could live in freedom. I love that so many people support the events around the town and especially for the children from uniformed organisations, and to see them behaving so well and listening so intently.

As we head to Christmas the bookings are coming in thick and fast so there is going to be so much more to celebrate in Burntwood. Looking forward to it.

**57. MEMBERS QUESTIONS**

No questions were raised by Members.

**58. FINANCIAL UPDATE FOR THE FIRST HALF OF THE CURRENT FINANCIAL YEAR**

Members noted the report of income and expenditure compared to budget for the first 6 months of the financial year, April to September.

**59. POLICY AND RESOURCES COMMITTEE – 11 SEPTEMBER 2024**

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

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 11 September 2024 (Minute Nos. 12-22) be received and where necessary approved and adopted.

**60. PLANNING AND DEVELOPMENT COMMITTEE – 16 SEPTEMBER 2024 AND 14 OCTOBER 2024**

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

**RESOLVED** That the Minutes of the Meetings of the Planning and Development Committee held on 16 September 2024 (Minute Nos. 19-24) and 14 October 2024 [Minute Nos. 25-31] be received and where necessary approved and adopted.

**61. ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS**

The Town Clerk explained that the Town Council had recently been consulted via the Staffordshire Parish Councils Association (of whom the Town Council is now a member) regarding a Government consultation on the re-introduction of remote meetings which had been announced at the LGA Conference by the Deputy Prime Minister. Members may recall that during Covid, the then Government temporarily changed the regulations to allow remote meetings. To make the changes permanent, the then Government would have needed to pass primary legislation, and they decided not to. The Town Clerk said that individual Councillors could give their views via the online form and the Town Council could put in a corporate response and if the Government does decide to give Councillors the option to attend meetings remotely, then the Town Council would need to review and then re-adopt their Standing Orders.

The Town Clerk said that he had emailed all Members on 28 October on this matter and had already received some responses.

Questions 1 – 8 refer to the proposal for remote attendance and Questions 10 – 13 refer to proxy voting).

Councillor Norman referred to the online form questions and in particular:

**Questions 1**

Please tick all that apply – are you responding to this consultation as: (a) an elected member, (b) a council body, (c) a member of the public, (d) a local government sector body.

**Question 2**

Do you agree with the board principle of granting local authorities powers to allow remote attendance at formal meetings?  
Yes/No

**Question 3**

If you answer Yes to the above question, do you think that there should be specific limitations on remote attendance? (a) any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance, (b) Members should only be able to attend council meetings remotely in exceptional

circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies, (c) there should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

#### **Question 5**

If you are responding to this consultation on behalf of the council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year? (a) less than 10%, (b) more than 10% but less than 50%, (c) more than 50% but less than 90%, (d) most of them 90% to 100%.

Councillor Woodward said that she had replied to the Town Clerk's email saying that she was in two mind's about this. She felt that it was a good idea to give flexibility to those who have difficulty in attending in person due to health or employment reasons but it should not be abused in relation to the 6-month rule. She felt that Members should still be obliged to attend in person at least once every six months. Councillor Woodward referred to Question 3 (a) and in particular the reference made to at least two thirds of members in physical attendance and referred to being quorate at meetings already being in place. She also referred to Question 3 (b) and said that the caveats could also be extended when referring to exceptional circumstances. Councillor Woodward also referred to the proxy voting part of the online form and felt that remote voting was not appropriate and that voting should be made in person.

Councillor Galvin explained that he had experience of hybrid meetings but queried the equipment needed and wi-fi connection.

Councillor D Ennis said that he felt that there was limitations for Full Council meetings as he felt that this was part and parcel of a Councillor's role to attend meetings however a hybrid model could work for Committee meetings. He said however that he did not want to limit attendance at meetings due to barriers being put in place (e.g. equipment, wi-fi etc). Councillor D Ennis felt that Full Council could provide an answer to Questions 2, 3 and 5 tonight.

Councillor P Taylor felt, being one of the more technical members of the Council, that we should be streaming meetings for members of the public. However, with regard to proxy voting he felt that Members should be able to vote at Committee Meetings remotely.

**RESOLVED** That

#### **Question 2**

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

**Answer:** In principle, broadly speaking Yes

#### **Question 3**

If you answer Yes to the above question, do you think that there should be specific limitations on remote attendance?

**Answer:** Yes – There should be at least two thirds of members in physical attendance (quorate rules to apply); the caveats relating to exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies could be expanded (these to be defined through Standing Orders).

**Question 5**

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

**Answer:** Less than 10%

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

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

**63. POLICY AND RESOURCES COMMITTEE – 11 SEPTEMBER 2024**

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

**RESOLVED** That the Confidential Minutes of the Meeting of the Town Council held on 11 September 2024 (Minute Nos. 20-22) be received and where necessary approved and adopted.

(The Meeting closed at 6.31 pm)

Signed .....

Date .....

# Burntwood Town Council

## Monday 20 January 2025

### Update on income and expenditure compared to budget

#### 1.0 Purpose of Report

1.1 To update the Town Council on its income and expenditure position after 8 months of the financial year.

#### 2.0 Background

2.1 The budget for 2024/25 was approved by Council at its meeting in November 2023, with a virement of £4,000 from Wakes to Christmas events agreed at the July meeting. Income and expenditure for the first 8 months (67%) of the financial year, April to November, are compared to the budget in the table in Appendix A. The % of budget spent (or % of income received so far) is also shown for each budget item and cost centre.

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

3.1 In broad terms, expenditure is slightly below budget, as 62.4% (£317,237) of this financial year's budgeted expenditure had been spent by the end of November. However, total expenditure consists of items with various payment patterns across the financial year. For instance, some items are paid in full early in the financial year, such as rates and insurance, which explains the higher '% Spent' figures for those items. Other items are billed towards the end of the financial year, in particular LDC contract grounds maintenance which will add significant expenditure for the Cemetery, Coulter Lane Burial Ground, traffic islands and Brighter Burntwood later in the financial year. Some expenditure is unevenly spread across the year. For instance, OMC energy does not yet include winter costs and much of the expenditure for Christmas events and the Christmas trees and lights had not been invoiced by end November. Other expenditure is much more evenly spread across the year, such as staff costs, telephone/broadband, website and IT support.

3.2 The largest spend (normally around half of all expenditure) is on staff costs. That had reached about 63% of its budget after 8 months. The budget estimates allowed for a 6% national pay award but the actual award, paid in November (and backdated to April) averaged about 3.6% for Council staff. Also, the Administrative Officer post was vacant for April and part of May and now has reduced hours per week compared to the previous financial year and budget estimate.

3.3 The expenditure to end November on Community Development was 80% of that budget as payments were made for the Cultural Partnership with the Lichfield Garrick in full and for new pads and batteries for the defibrillators. About 78% of the Better Burntwood budget was paid by end November as all 3 commissioning agreements were set up and paid earlier in the financial year, together with the payment made to the Lions Club for the White Goods

Scheme. The '% Spent' for Subscriptions to other bodies was about double the budget, as the Council subsequently decided to join the SPCA.

3.4 Looking at income, the first instalment of Community Ownership Fund money for the Chase Terrace Community Centre redevelopment (which was not included in the budget) was received in October. In addition, the precept is paid in full by LDC in late April and no budget is set for CLIL money, as it is not predictable and has to be earmarked for certain allowed projects. If this income is excluded from the figures, about 81% of other budgeted income had been received by the end of November. In particular, bank and investment interest/dividends, OMC room hire and traffic island sponsorship were all higher than expected.

3.5 Looking specifically at the Wakes, income received was £10,117 from sponsorship, donations, grants and pitch fees, much higher than the budgeted income which only included an estimate for pitch fees. The amount spent (£21,501) now includes the funfair rides, which were billed several months after the event. Whilst this expenditure was higher than the budgeted expenditure (£12,800), the higher income raised meant that the net spend was about £11,400 so under budget.

#### **4.0 Legal context**

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

#### **5.0 Conclusion**

5.1 The Council is asked to note the current position against budget. A further update will be provided at the March meeting before the final accounts are presented in May.

#### **Contact Officer**

Alison James

Finance Officer

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

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2024

Month No: 8

## Cost Centre Report

|                                     |                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-------------------------------------|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>100 Corporate</b>                |                                       |                     |                        |                       |                          |                          |                    |               |                         |
| 1176 Precept                        |                                       | 362,782             | 385,542                | 385,542               | 0                        |                          |                    | 100.0%        |                         |
| 1199 CCLA Interest                  |                                       | 13,837              | 9,780                  | 11,000                | 1,220                    |                          |                    | 88.9%         |                         |
| 1205 Bank Account Interest          |                                       | 1,000               | 630                    | 400                   | (230)                    |                          |                    | 157.6%        |                         |
| 1206 CIL income                     |                                       | 7,665               | 3,199                  | 0                     | (3,199)                  |                          |                    | 0.0%          |                         |
|                                     | Corporate :- Income                   | <b>385,283</b>      | <b>399,151</b>         | <b>396,942</b>        | <b>(2,209)</b>           |                          |                    | <b>100.6%</b> | <b>0</b>                |
| 4998 CIL expenditure                |                                       | 5,856               | 342                    | 0                     | (342)                    |                          | (342)              | 0.0%          |                         |
|                                     | Corporate :- Indirect Expenditure     | <b>5,856</b>        | <b>342</b>             | <b>0</b>              | <b>(342)</b>             | <b>0</b>                 | <b>(342)</b>       |               | <b>0</b>                |
|                                     | <b>Net Income over Expenditure</b>    | <b>379,427</b>      | <b>398,809</b>         | <b>396,942</b>        | <b>(1,867)</b>           |                          |                    |               |                         |
| 6000                                | plus Transfer from EMR                | 5,856               | 0                      |                       |                          |                          |                    |               |                         |
| 6001                                | less Transfer to EMR                  | 7,665               | 0                      |                       |                          |                          |                    |               |                         |
|                                     | <b>Movement to/(from) Gen Reserve</b> | <b>377,618</b>      | <b>398,809</b>         |                       |                          |                          |                    |               |                         |
| <b>104 OMCC</b>                     |                                       |                     |                        |                       |                          |                          |                    |               |                         |
| 1025 Sundry Income                  |                                       | 827                 | 394                    | 750                   | 356                      |                          |                    | 52.6%         |                         |
| 1070 OMCC: Unit Rents               |                                       | 28,717              | 21,703                 | 31,261                | 9,558                    |                          |                    | 69.4%         |                         |
| 1071 OMCC: Unit Service Charges     |                                       | 26,077              | 21,042                 | 30,638                | 9,596                    |                          |                    | 68.7%         |                         |
| 1072 OMCC: Room Hire                |                                       | 1,568               | 2,077                  | 500                   | (1,577)                  |                          |                    | 415.3%        |                         |
|                                     | OMCC :- Income                        | <b>57,188</b>       | <b>45,215</b>          | <b>63,149</b>         | <b>17,934</b>            |                          |                    | <b>71.6%</b>  | <b>0</b>                |
| 4019 Employee costs                 |                                       | 26,356              | 18,364                 | 26,740                | 8,376                    |                          | 8,376              | 68.7%         |                         |
| 4022 NNDR                           |                                       | 7,984               | 7,984                  | 8,228                 | 244                      |                          | 244                | 97.0%         |                         |
| 4023 Water Rates                    |                                       | 1,579               | 858                    | 1,431                 | 573                      |                          | 573                | 60.0%         |                         |
| 4055 Energy                         |                                       | 10,862              | 5,952                  | 24,000                | 18,048                   |                          | 18,048             | 24.8%         |                         |
| 4056 Building & Grounds Maintenance |                                       | 14,830              | 7,523                  | 11,660                | 4,137                    |                          | 4,137              | 64.5%         |                         |
| 4059 Other Supplies and Services    |                                       | 2,151               | 2,451                  | 3,392                 | 941                      |                          | 941                | 72.3%         |                         |
| 4180 Professional Fees              |                                       | 700                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
|                                     | OMCC :- Indirect Expenditure          | <b>64,461</b>       | <b>43,132</b>          | <b>75,451</b>         | <b>32,319</b>            | <b>0</b>                 | <b>32,319</b>      | <b>57.2%</b>  | <b>0</b>                |
|                                     | <b>Net Income over Expenditure</b>    | <b>(7,273)</b>      | <b>2,083</b>           | <b>(12,302)</b>       | <b>(14,385)</b>          |                          |                    |               |                         |
| <b>105 Transport</b>                |                                       |                     |                        |                       |                          |                          |                    |               |                         |
| 4064 Members Travel Expenses        |                                       | 0                   | 0                      | 50                    | 50                       |                          | 50                 | 0.0%          |                         |
|                                     | Transport :- Indirect Expenditure     | <b>0</b>            | <b>0</b>               | <b>50</b>             | <b>50</b>                | <b>0</b>                 | <b>50</b>          | <b>0.0%</b>   | <b>0</b>                |
|                                     | <b>Net Expenditure</b>                | <b>0</b>            | <b>0</b>               | <b>(50)</b>           | <b>(50)</b>              |                          |                    |               |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 2 - APPENDIX A

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2024

Month No: 8

## Cost Centre Report

|                                             | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>107 Supplies &amp; Services</b>          |                     |                        |                       |                          |                          |                    |              |                         |
| 1025 Sundry Income                          | 26                  | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| Supplies & Services :- Income               | <b>26</b>           | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |              | <b>0</b>                |
| 4019 Employee costs                         | 216,721             | 144,331                | 231,364               | 87,033                   |                          | 87,033             | 62.4%        |                         |
| 4057 Telephones & Broadband                 | 2,325               | 1,738                  | 2,900                 | 1,162                    |                          | 1,162              | 59.9%        |                         |
| 4059 Other Supplies and Services            | 393                 | 1,131                  | 1,166                 | 35                       |                          | 35                 | 97.0%        |                         |
| 4060 Car Mileage: Employees                 | 373                 | 14                     | 500                   | 486                      |                          | 486                | 2.9%         |                         |
| 4120 Postage                                | 90                  | 57                     | 200                   | 143                      |                          | 143                | 28.7%        |                         |
| 4139 Computers & other office equip         | 12,813              | 9,410                  | 13,400                | 3,990                    |                          | 3,990              | 70.2%        |                         |
| 4170 Subscriptions to other bodies          | 300                 | 1,513                  | 750                   | (763)                    |                          | (763)              | 201.7%       |                         |
| 4180 Professional Fees                      | 6,437               | 1,249                  | 2,226                 | 977                      |                          | 977                | 56.1%        |                         |
| 4211 General office expenses                | 2,433               | 1,762                  | 3,180                 | 1,418                    |                          | 1,418              | 55.4%        |                         |
| 4212 Training & conferences                 | 88                  | 490                    | 2,000                 | 1,510                    |                          | 1,510              | 24.5%        |                         |
| 4220 Bank Charges                           | 270                 | 157                    | 265                   | 108                      |                          | 108                | 59.2%        |                         |
| 4221 Insurance                              | 5,496               | 5,561                  | 6,360                 | 799                      |                          | 799                | 87.4%        |                         |
| 4234 Audit                                  | 1,506               | 1,961                  | 2,703                 | 743                      |                          | 743                | 72.5%        |                         |
| Supplies & Services :- Indirect Expenditure | <b>249,245</b>      | <b>169,373</b>         | <b>267,014</b>        | <b>97,641</b>            | <b>0</b>                 | <b>97,641</b>      | <b>63.4%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>(249,219)</b>    | <b>(169,373)</b>       | <b>(267,014)</b>      | <b>(97,641)</b>          |                          |                    |              |                         |
| <b>108 Communications</b>                   |                     |                        |                       |                          |                          |                    |              |                         |
| 4171 All communications                     | 4,689               | 4,026                  | 8,000                 | 3,974                    |                          | 3,974              | 50.3%        |                         |
| Communications :- Indirect Expenditure      | <b>4,689</b>        | <b>4,026</b>           | <b>8,000</b>          | <b>3,974</b>             | <b>0</b>                 | <b>3,974</b>       | <b>50.3%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(4,689)</b>      | <b>(4,026)</b>         | <b>(8,000)</b>        | <b>(3,974)</b>           |                          |                    |              |                         |
| <b>201 Street Lighting</b>                  |                     |                        |                       |                          |                          |                    |              |                         |
| 4055 Energy                                 | 957                 | 784                    | 1,855                 | 1,071                    |                          | 1,071              | 42.2%        |                         |
| 4241 Maintenance                            | 548                 | 530                    | 750                   | 220                      |                          | 220                | 70.7%        |                         |
| Street Lighting :- Indirect Expenditure     | <b>1,505</b>        | <b>1,314</b>           | <b>2,605</b>          | <b>1,291</b>             | <b>0</b>                 | <b>1,291</b>       | <b>50.4%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(1,505)</b>      | <b>(1,314)</b>         | <b>(2,605)</b>        | <b>(1,291)</b>           |                          |                    |              |                         |
| <b>202 Bus Shelters</b>                     |                     |                        |                       |                          |                          |                    |              |                         |
| 4241 Maintenance                            | 283                 | 91                     | 2,500                 | 2,409                    |                          | 2,409              | 3.6%         |                         |
| 4242 Replacement                            | 3,580               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| Bus Shelters :- Indirect Expenditure        | <b>3,863</b>        | <b>91</b>              | <b>2,500</b>          | <b>2,409</b>             | <b>0</b>                 | <b>2,409</b>       | <b>3.6%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(3,863)</b>      | <b>(91)</b>            | <b>(2,500)</b>        | <b>(2,409)</b>           |                          |                    |              |                         |
| 6000 plus Transfer from EMR                 | 3,580               | 0                      |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>       | <b>(283)</b>        | <b>(91)</b>            |                       |                          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2024

Month No: 8

## Cost Centre Report

|                                                    | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|----------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>203 Christmas Lights &amp; Trees</u>            |                     |                        |                       |                          |                          |                    |               |                         |
| 4260 General Expenses                              | 2,817               | 849                    | 3,180                 | 2,331                    |                          | 2,331              | 26.7%         |                         |
| Christmas Lights & Trees :- Indirect Expenditure   | <b>2,817</b>        | <b>849</b>             | <b>3,180</b>          | <b>2,331</b>             | <b>0</b>                 | <b>2,331</b>       | <b>26.7%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(2,817)</b>      | <b>(849)</b>           | <b>(3,180)</b>        | <b>(2,331)</b>           |                          |                    |               |                         |
| <u>205 Traffic Islands</u>                         |                     |                        |                       |                          |                          |                    |               |                         |
| 1030 Traffic Islands: Sponsorship                  | 5,950               | 7,050                  | 6,350                 | (700)                    |                          |                    | 111.0%        |                         |
| Traffic Islands :- Income                          | <b>5,950</b>        | <b>7,050</b>           | <b>6,350</b>          | <b>(700)</b>             |                          |                    | <b>111.0%</b> | <b>0</b>                |
| 4241 Maintenance                                   | 7,329               | 7                      | 7,902                 | 7,895                    |                          | 7,895              | 0.1%          |                         |
| 4304 Signage                                       | 418                 | 520                    | 318                   | (202)                    |                          | (202)              | 163.5%        |                         |
| 4306 NNDR: Traffic Islands                         | 195                 | 195                    | 244                   | 49                       |                          | 49                 | 79.8%         |                         |
| Traffic Islands :- Indirect Expenditure            | <b>7,942</b>        | <b>722</b>             | <b>8,464</b>          | <b>7,742</b>             | <b>0</b>                 | <b>7,742</b>       | <b>8.5%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>(1,992)</b>      | <b>6,328</b>           | <b>(2,114)</b>        | <b>(8,442)</b>           |                          |                    |               |                         |
| <u>206 Brighter Burntwood</u>                      |                     |                        |                       |                          |                          |                    |               |                         |
| 4241 Maintenance                                   | 944                 | 209                    | 1,500                 | 1,291                    |                          | 1,291              | 14.0%         |                         |
| Brighter Burntwood :- Indirect Expenditure         | <b>944</b>          | <b>209</b>             | <b>1,500</b>          | <b>1,291</b>             | <b>0</b>                 | <b>1,291</b>       | <b>14.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(944)</b>        | <b>(209)</b>           | <b>(1,500)</b>        | <b>(1,291)</b>           |                          |                    |               |                         |
| <u>207 Flagpole</u>                                |                     |                        |                       |                          |                          |                    |               |                         |
| 1025 Sundry Income                                 | 0                   | 900                    | 0                     | (900)                    |                          |                    | 0.0%          |                         |
| Flagpole :- Income                                 | <b>0</b>            | <b>900</b>             | <b>0</b>              | <b>(900)</b>             |                          |                    |               | <b>0</b>                |
| 4241 Maintenance                                   | 2                   | 12                     | 500                   | 488                      |                          | 488                | 2.4%          |                         |
| Flagpole :- Indirect Expenditure                   | <b>2</b>            | <b>12</b>              | <b>500</b>            | <b>488</b>               | <b>0</b>                 | <b>488</b>         | <b>2.4%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>(2)</b>          | <b>888</b>             | <b>(500)</b>          | <b>(1,388)</b>           |                          |                    |               |                         |
| <u>209 Coulter Lane Burial Ground</u>              |                     |                        |                       |                          |                          |                    |               |                         |
| 4241 Maintenance                                   | 862                 | 248                    | 1,961                 | 1,713                    |                          | 1,713              | 12.6%         |                         |
| Coulter Lane Burial Ground :- Indirect Expenditure | <b>862</b>          | <b>248</b>             | <b>1,961</b>          | <b>1,713</b>             | <b>0</b>                 | <b>1,713</b>       | <b>12.6%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(862)</b>        | <b>(248)</b>           | <b>(1,961)</b>        | <b>(1,713)</b>           |                          |                    |               |                         |
| <u>211 Burntwood Town Strategy</u>                 |                     |                        |                       |                          |                          |                    |               |                         |
| 4754 BTS Projects                                  | 3,897               | 292                    | 0                     | (292)                    |                          | (292)              | 0.0%          |                         |
| Burntwood Town Strategy :- Indirect Expenditure    | <b>3,897</b>        | <b>292</b>             | <b>0</b>              | <b>(292)</b>             | <b>0</b>                 | <b>(292)</b>       |               | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(3,897)</b>      | <b>(292)</b>           | <b>0</b>              | <b>292</b>               |                          |                    |               |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 2 - APPENDIX A

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2024

Month No: 8

## Cost Centre Report

|                                                | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| <b>212 Response &amp; Repair Team</b>          |                     |                        |                       |                          |                          |                    |                |                         |
| 4766 Community repairs - materials             | 52                  | 662                    | 2,000                 | 1,338                    |                          | 1,338              | 33.1%          |                         |
| 4767 BURRT vehicle costs                       | 1,500               | 2,589                  | 2,120                 | (469)                    |                          | (469)              | 122.1%         |                         |
| Response & Repair Team :- Indirect Expenditure | <b>1,552</b>        | <b>3,251</b>           | <b>4,120</b>          | <b>869</b>               | <b>0</b>                 | <b>869</b>         | <b>78.9%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>(1,552)</b>      | <b>(3,251)</b>         | <b>(4,120)</b>        | <b>(869)</b>             |                          |                    |                |                         |
| <b>213 Community Events</b>                    |                     |                        |                       |                          |                          |                    |                |                         |
| 1090 Wakes - Pitch Fees                        | 680                 | 570                    | 400                   | (170)                    |                          |                    | 142.5%         |                         |
| 1100 Wakes Other Income                        | 16,883              | 9,547                  | 0                     | (9,547)                  |                          |                    | 0.0%           |                         |
| 1101 Christmas                                 | 570                 | 325                    | 0                     | (325)                    |                          |                    | 0.0%           |                         |
| 1102 Play in the Parks                         | 2,167               | 3,380                  | 0                     | (3,380)                  |                          |                    | 0.0%           |                         |
| Community Events :- Income                     | <b>20,300</b>       | <b>13,822</b>          | <b>400</b>            | <b>(13,422)</b>          |                          |                    | <b>3455.4%</b> | <b>0</b>                |
| 4262 Christmas Events                          | 8,373               | 5,619                  | 10,360                | 4,741                    |                          | 4,741              | 54.2%          |                         |
| 4390 Wakes (all expenditure)                   | 28,336              | 21,501                 | 12,800                | (8,701)                  |                          | (8,701)            | 168.0%         |                         |
| 4398 Markets                                   | 7,069               | 7,758                  | 8,480                 | 722                      |                          | 722                | 91.5%          |                         |
| 4761 Play in the Parks                         | 8,870               | 10,340                 | 9,000                 | (1,340)                  |                          | (1,340)            | 114.9%         |                         |
| Community Events :- Indirect Expenditure       | <b>52,648</b>       | <b>45,217</b>          | <b>40,640</b>         | <b>(4,577)</b>           | <b>0</b>                 | <b>(4,577)</b>     | <b>111.3%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>             | <b>(32,348)</b>     | <b>(31,396)</b>        | <b>(40,240)</b>       | <b>(8,844)</b>           |                          |                    |                |                         |
| <b>214 Community Development</b>               |                     |                        |                       |                          |                          |                    |                |                         |
| 1025 Sundry Income                             | 0                   | 1,220                  | 0                     | (1,220)                  |                          |                    | 0.0%           |                         |
| Community Development :- Income                | <b>0</b>            | <b>1,220</b>           | <b>0</b>              | <b>(1,220)</b>           |                          |                    |                | <b>0</b>                |
| 4764 Other Community Projects                  | 1,267               | 8,065                  | 10,000                | 1,935                    |                          | 1,935              | 80.6%          |                         |
| Community Development :- Indirect Expenditure  | <b>1,267</b>        | <b>8,065</b>           | <b>10,000</b>         | <b>1,935</b>             | <b>0</b>                 | <b>1,935</b>       | <b>80.6%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>             | <b>(1,267)</b>      | <b>(6,845)</b>         | <b>(10,000)</b>       | <b>(3,155)</b>           |                          |                    |                |                         |
| 6000 plus Transfer from EMR                    | 767                 | 0                      |                       |                          |                          |                    |                |                         |
| <b>Movement to/(from) Gen Reserve</b>          | <b>(500)</b>        | <b>(6,845)</b>         |                       |                          |                          |                    |                |                         |
| <b>215 SCAMP</b>                               |                     |                        |                       |                          |                          |                    |                |                         |
| 4550 SCAMP: Maintenance                        | 0                   | 32                     | 250                   | 218                      |                          | 218                | 12.8%          |                         |
| SCAMP :- Indirect Expenditure                  | <b>0</b>            | <b>32</b>              | <b>250</b>            | <b>218</b>               | <b>0</b>                 | <b>218</b>         | <b>12.8%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>0</b>            | <b>(32)</b>            | <b>(250)</b>          | <b>(218)</b>             |                          |                    |                |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 2 - APPENDIX A

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2024

Month No: 8

## Cost Centre Report

|            |                                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|------------|-------------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>301</b> | <b>Civic Expenses</b>                                 |                     |                        |                       |                          |                          |                    |               |                         |
| 1062       | Fundraising                                           | 279                 | 641                    | 0                     | (641)                    |                          |                    | 0.0%          |                         |
|            | Civic Expenses :- Income                              | <b>279</b>          | <b>641</b>             | <b>0</b>              | <b>(641)</b>             |                          |                    |               | <b>0</b>                |
| 4360       | Chairman's Expenses                                   | 0                   | 0                      | 60                    | 60                       |                          | 60                 | 0.0%          |                         |
| 4361       | General Expenses                                      | 83                  | 101                    | 212                   | 111                      |                          | 111                | 47.8%         |                         |
| 4368       | Fundraising - Exps/Distribn                           | 720                 | 869                    | 0                     | (869)                    |                          | (869)              | 0.0%          |                         |
|            | Civic Expenses :- Indirect Expenditure                | <b>803</b>          | <b>970</b>             | <b>272</b>            | <b>(698)</b>             | <b>0</b>                 | <b>(698)</b>       | <b>356.6%</b> | <b>0</b>                |
|            | <b>Net Income over Expenditure</b>                    | <b>(524)</b>        | <b>(329)</b>           | <b>(272)</b>          | <b>57</b>                |                          |                    |               |                         |
| 6000       | plus Transfer from EMR                                | 720                 | 0                      |                       |                          |                          |                    |               |                         |
| 6001       | less Transfer to EMR                                  | 279                 | 0                      |                       |                          |                          |                    |               |                         |
|            | <b>Movement to/(from) Gen Reserve</b>                 | <b>(83)</b>         | <b>(329)</b>           |                       |                          |                          |                    |               |                         |
| <b>302</b> | <b>Better Burntwood incl. grants</b>                  |                     |                        |                       |                          |                          |                    |               |                         |
| 4416       | Better Burntwood expenditure                          | 22,770              | 21,501                 | 27,560                | 6,059                    |                          | 6,059              | 78.0%         |                         |
| 4417       | External grant expenditure                            | 0                   | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%          |                         |
| 4760       | S Sutton Bursary/Youth award                          | 2,000               | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%          |                         |
|            | Better Burntwood incl. grants :- Indirect Expenditure | <b>24,770</b>       | <b>21,501</b>          | <b>33,560</b>         | <b>12,059</b>            | <b>0</b>                 | <b>12,059</b>      | <b>64.1%</b>  | <b>0</b>                |
|            | <b>Net Expenditure</b>                                | <b>(24,770)</b>     | <b>(21,501)</b>        | <b>(33,560)</b>       | <b>(12,059)</b>          |                          |                    |               |                         |
| 6000       | plus Transfer from EMR                                | 1,000               | 0                      |                       |                          |                          |                    |               |                         |
|            | <b>Movement to/(from) Gen Reserve</b>                 | <b>(23,770)</b>     | <b>(21,501)</b>        |                       |                          |                          |                    |               |                         |
| <b>310</b> | <b>Election Expenses</b>                              |                     |                        |                       |                          |                          |                    |               |                         |
| 4701       | Election Expenses                                     | 19,544              | 0                      | 10,600                | 10,600                   |                          | 10,600             | 0.0%          |                         |
|            | Election Expenses :- Indirect Expenditure             | <b>19,544</b>       | <b>0</b>               | <b>10,600</b>         | <b>10,600</b>            | <b>0</b>                 | <b>10,600</b>      | <b>0.0%</b>   | <b>0</b>                |
|            | <b>Net Expenditure</b>                                | <b>(19,544)</b>     | <b>0</b>               | <b>(10,600)</b>       | <b>(10,600)</b>          |                          |                    |               |                         |
| 6000       | plus Transfer from EMR                                | 9,544               | 0                      |                       |                          |                          |                    |               |                         |
|            | <b>Movement to/(from) Gen Reserve</b>                 | <b>(10,000)</b>     | <b>0</b>               |                       |                          |                          |                    |               |                         |
| <b>401</b> | <b>Burntwood Cemetery</b>                             |                     |                        |                       |                          |                          |                    |               |                         |
| 1000       | Burial Fees/Licences/Headstone                        | 40,356              | 19,759                 | 29,680                | 9,922                    |                          |                    | 66.6%         |                         |
| 1001       | Memorial wall plaques                                 | 82                  | 261                    | 100                   | (161)                    |                          |                    | 261.0%        |                         |
|            | Burntwood Cemetery :- Income                          | <b>40,438</b>       | <b>20,020</b>          | <b>29,780</b>         | <b>9,761</b>             |                          |                    | <b>67.2%</b>  | <b>0</b>                |
| 4019       | Employee costs                                        | 3,908               | 2,717                  | 4,092                 | 1,375                    |                          | 1,375              | 66.4%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2024

Month No: 8

## Cost Centre Report

|                                                        | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--------------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4163 General Office Expenses                           | 541                 | 292                    | 423                   | 131                      |                          | 131                | 69.0%        |                         |
| 4810 Gravedigging                                      | 7,080               | 3,550                  | 4,770                 | 1,220                    |                          | 1,220              | 74.4%        |                         |
| 4820 NNDR: Burntwood Cemetery                          | 1,493               | 1,643                  | 1,537                 | (106)                    |                          | (106)              | 106.9%       |                         |
| 4863 Other Maintenance and Services                    | 4,952               | 3,712                  | 5,300                 | 1,588                    |                          | 1,588              | 70.0%        |                         |
| 4864 Grounds maintenance                               | 9,700               | 3,734                  | 7,950                 | 4,216                    |                          | 4,216              | 47.0%        |                         |
| Burntwood Cemetery :- Indirect Expenditure             | <b>27,674</b>       | <b>15,648</b>          | <b>24,072</b>         | <b>8,424</b>             | <b>0</b>                 | <b>8,424</b>       | <b>65.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>12,764</b>       | <b>4,372</b>           | <b>5,708</b>          | <b>1,336</b>             |                          |                    |              |                         |
| <u>501 Capital Expenditure</u>                         |                     |                        |                       |                          |                          |                    |              |                         |
| 4903 CTMC purchase                                     | 240,000             | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| Capital Expenditure :- Indirect Expenditure            | <b>240,000</b>      | <b>0</b>               | <b>0</b>              | <b>0</b>                 | <b>0</b>                 | <b>0</b>           |              | <b>0</b>                |
| <b>Net Expenditure</b>                                 | <b>(240,000)</b>    | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |              |                         |
| <u>502 Chase Terrace Community Centre</u>              |                     |                        |                       |                          |                          |                    |              |                         |
| 1079 CTCC room hire & other income                     | 83                  | 1,096                  | 13,500                | 12,404                   |                          |                    | 8.1%         |                         |
| Chase Terrace Community Centre :- Income               | <b>83</b>           | <b>1,096</b>           | <b>13,500</b>         | <b>12,404</b>            |                          |                    | <b>8.1%</b>  | <b>0</b>                |
| 4022 NNDR                                              | 0                   | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0%         |                         |
| 4023 Water Rates                                       | 0                   | 54                     | 0                     | (54)                     |                          | (54)               | 0.0%         |                         |
| 4055 Energy                                            | 41                  | 554                    | 0                     | (554)                    |                          | (554)              | 0.0%         |                         |
| 4065 CTCC cleaning & maintenance                       | 1,021               | 728                    | 4,000                 | 3,272                    |                          | 3,272              | 18.2%        |                         |
| 4066 CTCC administration                               | 0                   | 0                      | 4,500                 | 4,500                    |                          | 4,500              | 0.0%         |                         |
| 4221 Insurance                                         | 0                   | 96                     | 1,000                 | 904                      |                          | 904                | 9.6%         |                         |
| Chase Terrace Community Centre :- Indirect Expenditure | <b>1,062</b>        | <b>1,432</b>           | <b>13,500</b>         | <b>12,068</b>            | <b>0</b>                 | <b>12,068</b>      | <b>10.6%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>(979)</b>        | <b>(337)</b>           | <b>0</b>              | <b>337</b>               |                          |                    |              |                         |
| <u>503 CTCC redevelopment project</u>                  |                     |                        |                       |                          |                          |                    |              |                         |
| 1130 Community Ownership Fund                          | 0                   | 78,261                 | 0                     | (78,261)                 |                          |                    | 0.0%         |                         |
| CTCC redevelopment project :- Income                   | <b>0</b>            | <b>78,261</b>          | <b>0</b>              | <b>(78,261)</b>          |                          |                    |              | <b>0</b>                |
| 4010 COF project expenditure                           | 0                   | 511                    | 0                     | (511)                    |                          | (511)              | 0.0%         |                         |
| CTCC redevelopment project :- Indirect Expenditure     | <b>0</b>            | <b>511</b>             | <b>0</b>              | <b>(511)</b>             | <b>0</b>                 | <b>(511)</b>       |              | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>0</b>            | <b>77,750</b>          | <b>0</b>              | <b>(77,750)</b>          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2024

Month No: 8

## Cost Centre Report

|                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income                 | 509,547             | 567,375                | 510,121               | (57,254)                 |                          |                    | 111.2%  |                         |
| Expenditure                           | 715,403             | 317,237                | 508,239               | 191,002                  | 0                        | 191,002            | 62.4%   |                         |
| <b>Net Income over Expenditure</b>    | <b>(205,856)</b>    | <b>250,138</b>         | <b>1,882</b>          | <b>(248,256)</b>         |                          |                    |         |                         |
| plus Transfer from EMR                | 21,466              | 0                      |                       |                          |                          |                    |         |                         |
| less Transfer to EMR                  | 7,944               | 0                      |                       |                          |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(192,334)</b>    | <b>250,138</b>         |                       |                          |                          |                    |         |                         |

# **Burntwood Town Council**

## **Monday 20 January 2025**

### **Budget and precept for 2025/26**

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

1.1 To present a proposed budget for 2025/26 for approval by the Town Council.

#### **2.0 Background**

2.1 A budget for 2025/26 needs to be approved by Council at this meeting to enable submission of a precept request to Lichfield District Council by its deadline of Wednesday 22 January. A draft budget for 2025/26 was previously circulated to Members and was considered at the Policy and Resources Committee meeting on 6 November 2024, with various comments and amendments subsequently incorporated. The proposed budget is shown in Appendix A with the resulting precept and Band D Council tax components shown in Appendix B.

#### **3.0 Summary of the proposed budget**

3.1 The proposed budget shows a 3% increase in this Council's part of the Band D Council tax. This is an increase of £1.36 per household per year, to £46.78. The resulting precept is £396,939, an increase of £11,398 on the current year.

3.2 Estimates of income from the business units are based on full occupancy as now and a 3% increase in the service charge. Similarly, income from traffic island sponsorship is based on the current sponsors continuing at existing agreed rates. For the Wakes and Play in the Parks, one of the donors has recently committed to donations at the same level as 2024 so those known amounts have been incorporated.

3.3 Budgeted employee costs, as the largest item of expenditure, are based on current staffing levels and service and incorporate an estimated 3% national pay award and the recently announced increase to employer national insurance from April 2025. The Communications and Events budgets have been increased. The budget for BURRT vehicle costs includes £2,000 to be earmarked towards future replacement of BURRT.

#### **4.0 Legal context**

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

## **5.0 Conclusion**

5.1 The Council is asked to approve the draft budget and precept for 2025/26.

### **Contact Officers**

Steve Lightfoot

Town Clerk

[steve.lightfoot@burntwood-tc.gov.uk](mailto:steve.lightfoot@burntwood-tc.gov.uk)

Alison James

Finance Officer

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

**BURNTWOOD TOWN COUNCIL - 2025-26 BUDGET**  
**(DRAFT VERSION - 8 JANUARY 2025 FOR TOWN COUNCIL MEETING ON 20 JANUARY 2025)**

|                                                                                  |                                                                         | <u>2023-24</u><br><u>Actual</u> | <u>2024-25 8</u><br><u>mths Apr-</u><br><u>Nov</u> | <u>2024-25</u><br><u>Approved</u><br><u>Budget</u> | <u>2025-26</u><br><u>Draft</u><br><u>budget</u> |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------|----------------------------------------------------|----------------------------------------------------|-------------------------------------------------|
| <u>COST CENTRES &amp; NOMINAL CODES (CATEGORIES OF INCOME &amp; EXPENDITURE)</u> |                                                                         |                                 |                                                    |                                                    |                                                 |
| <b>100 Corporate</b>                                                             |                                                                         |                                 |                                                    |                                                    |                                                 |
| 1176                                                                             | Precept                                                                 | 362,782                         | 385,542                                            | 385,542                                            | 396,939                                         |
| 1199                                                                             | CCLA interest                                                           | 13,837                          | 9,780                                              | 11,000                                             | 11,400                                          |
| 1205                                                                             | Bank account interest                                                   | 1,000                           | 630                                                | 400                                                | 800                                             |
| 1206                                                                             | CIL income (Has to be earmarked)                                        | 7,665                           | 3,199                                              | 0                                                  | 0                                               |
| <b>Total</b>                                                                     | <b>Corporate Income</b>                                                 | <b>385,283</b>                  | <b>399,151</b>                                     | <b>396,942</b>                                     | <b>409,139</b>                                  |
| 4998                                                                             | CIL expenditure (To be taken from earmarked reserve)                    | 5,856                           | 342                                                | 0                                                  | 0                                               |
| <b>104 Old Mining College Centre</b>                                             |                                                                         |                                 |                                                    |                                                    |                                                 |
| 1070                                                                             | Unit rents                                                              | 28,717                          | 21,703                                             | 31,261                                             | 31,261                                          |
| 1071                                                                             | Unit service charges                                                    | 26,077                          | 21,042                                             | 30,638                                             | 31,557                                          |
| 1072                                                                             | Room hire                                                               | 1,568                           | 2,077                                              | 500                                                | 2,000                                           |
| 1025                                                                             | Sundry income ( incl. sheds, recharges for PA Testing)                  | 827                             | 394                                                | 750                                                | 50                                              |
| <b>Total</b>                                                                     | <b>OMCC income</b>                                                      | <b>57,189</b>                   | <b>45,215</b>                                      | <b>63,149</b>                                      | <b>64,868</b>                                   |
| 4019                                                                             | Employee costs - Caretaker and cleaners                                 | 26,356                          | 18,364                                             | 26,740                                             | 29,622                                          |
| 4022                                                                             | NNDR Rates                                                              | 7,984                           | 7,984                                              | 8,228                                              | 8,375                                           |
| 4023                                                                             | Water rates                                                             | 1,579                           | 858                                                | 1,431                                              | 1,850                                           |
| 4055                                                                             | Energy (Gas & electric)                                                 | 10,862                          | 5,952                                              | 24,000                                             | 17,000                                          |
| 4056                                                                             | Building & grounds maintenance (Alarms, lift, pest control, parts etc.) | 14,830                          | 7,523                                              | 11,660                                             | 13,500                                          |
| 4180                                                                             | Professional fees (Now under cost centre 107)                           | 700                             |                                                    |                                                    |                                                 |
| 4059                                                                             | Other supplies and services (Refuse, window cleaning, cloakroom etc.)   | 2,151                           | 2,451                                              | 3,392                                              | 4,000                                           |
| <b>Total</b>                                                                     | <b>OMCC expenditure</b>                                                 | <b>64,461</b>                   | <b>43,132</b>                                      | <b>75,451</b>                                      | <b>74,347</b>                                   |
| <b>105 Transport</b>                                                             |                                                                         |                                 |                                                    |                                                    |                                                 |
| 4064                                                                             | Members travel costs                                                    | 0                               | 0                                                  | 50                                                 | 150                                             |

**BURNTWOOD TOWN COUNCIL - 2025-26 BUDGET**  
**(DRAFT VERSION - 8 JANUARY 2025 FOR TOWN COUNCIL MEETING ON 20 JANUARY 2025)**

|             |                                                                 | <u>2023-24</u><br><u>Actual</u> | <u>2024-25 8</u><br><u>mths Apr-</u><br><u>Nov</u> | <u>2024-25</u><br><u>Approved</u><br><u>Budget</u> | <u>2025-26</u><br><u>Draft</u><br><u>budget</u> |
|-------------|-----------------------------------------------------------------|---------------------------------|----------------------------------------------------|----------------------------------------------------|-------------------------------------------------|
|             |                                                                 |                                 |                                                    |                                                    |                                                 |
| <b>107</b>  | <b>Supplies and Services, BTC</b>                               |                                 |                                                    |                                                    |                                                 |
| <b>1025</b> | <b>Sundry income</b>                                            | <b>26</b>                       | <b>0</b>                                           | <b>0</b>                                           | <b>0</b>                                        |
|             |                                                                 |                                 |                                                    |                                                    |                                                 |
| 4019        | Employee costs                                                  | 216,721                         | 144,331                                            | 231,364                                            | 234,405                                         |
| 4060        | Employees car mileage                                           | 373                             | 14                                                 | 500                                                | 400                                             |
| 4057        | Telephones & Broadband                                          | 2,325                           | 1,738                                              | 2,900                                              | 2,700                                           |
| 4120        | Postage                                                         | 90                              | 57                                                 | 200                                                | 250                                             |
| 4139        | Computers, software and other office equipment                  | 12,813                          | 9,410                                              | 13,400                                             | 11,000                                          |
| 4211        | Office expenses (to include stationery, photocopier etc.)       | 2,433                           | 1,762                                              | 3,180                                              | 2,433                                           |
| 4212        | Training & conferences                                          | 88                              | 490                                                | 2,000                                              | 2,000                                           |
| 4170        | Subscriptions to other bodies                                   | 300                             | 1,513                                              | 750                                                | 2,150                                           |
| 4180        | Professional fees (from 24/25 incl. those previously under OMC) | 6,437                           | 1,249                                              | 2,226                                              | 3,500                                           |
| 4220        | Bank charges                                                    | 270                             | 157                                                | 265                                                | 280                                             |
| 4221        | Insurance                                                       | 5,496                           | 5,561                                              | 6,360                                              | 6,200                                           |
| 4234        | Audit                                                           | 1,506                           | 1,961                                              | 2,703                                              | 2,200                                           |
| 4059        | Other supplies and services                                     | 393                             | 1,131                                              | 1,166                                              | 1,500                                           |
| Total       | BTC supplies & services expenditure                             | 249,245                         | 169,373                                            | 267,014                                            | 269,018                                         |
|             |                                                                 |                                 |                                                    |                                                    |                                                 |
| <b>108</b>  | <b>Communications</b>                                           |                                 |                                                    |                                                    |                                                 |
| 4171        | All advertising, newsletters, website, social media etc         | 4,689                           | 4,026                                              | 8,000                                              | 8,500                                           |
|             |                                                                 |                                 |                                                    |                                                    |                                                 |
| <b>201</b>  | <b>Street Lighting</b>                                          |                                 |                                                    |                                                    |                                                 |
| 4055        | Energy                                                          | 957                             | 784                                                | 1,855                                              | 900                                             |
| 4241        | Maintenance                                                     | 548                             | 530                                                | 750                                                | 750                                             |
| 4242        | Replacement                                                     | 0                               | 0                                                  | 0                                                  | 0                                               |
|             |                                                                 |                                 |                                                    |                                                    |                                                 |
|             |                                                                 |                                 |                                                    |                                                    |                                                 |
|             |                                                                 |                                 |                                                    |                                                    |                                                 |

**BURNTWOOD TOWN COUNCIL - 2025-26 BUDGET**  
**(DRAFT VERSION - 8 JANUARY 2025 FOR TOWN COUNCIL MEETING ON 20 JANUARY 2025)**

|                                                                           |                                                             | <u>2023-24</u><br><u>Actual</u> | <u>2024-25 8</u><br><u>mths Apr-</u><br><u>Nov</u> | <u>2024-25</u><br><u>Approved</u><br><u>Budget</u> | <u>2025-26</u><br><u>Draft</u><br><u>budget</u> |
|---------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------|----------------------------------------------------|----------------------------------------------------|-------------------------------------------------|
| <b>202 Bus Shelters</b>                                                   |                                                             |                                 |                                                    |                                                    |                                                 |
| 4241                                                                      | Maintenance                                                 | 283                             | 91                                                 | 2,500                                              | 1,000                                           |
| 4242                                                                      | Replacement                                                 | 3,580                           | 0                                                  | 0                                                  | 0                                               |
|                                                                           |                                                             |                                 |                                                    |                                                    |                                                 |
| <b>203 Christmas Lights and Trees</b>                                     |                                                             |                                 |                                                    |                                                    |                                                 |
| 4260                                                                      | General expenses                                            | 2,817                           | 849                                                | 3,180                                              | 5,000                                           |
|                                                                           |                                                             |                                 |                                                    |                                                    |                                                 |
| <b>205 Traffic Islands</b>                                                |                                                             |                                 |                                                    |                                                    |                                                 |
| <b>1030</b>                                                               | <b>Traffic Islands: Sponsorship</b>                         | <b>5,950</b>                    | <b>7,050</b>                                       | <b>6,350</b>                                       | <b>7,050</b>                                    |
|                                                                           |                                                             |                                 |                                                    |                                                    |                                                 |
| 4304                                                                      | Signage                                                     | 418                             | 520                                                | 318                                                | 500                                             |
| 4306                                                                      | NNDR: Traffic Islands                                       | 195                             | 195                                                | 244                                                | 205                                             |
| 4241                                                                      | Maintenance (to include grass cutting, bedding plants etc.) | 7,329                           | 7                                                  | 7,902                                              | 8,250                                           |
|                                                                           |                                                             |                                 |                                                    |                                                    |                                                 |
| <b>206 Brighter Burntwood (previously Hanging Baskets &amp; Planters)</b> |                                                             |                                 |                                                    |                                                    |                                                 |
| 4241                                                                      | Maintenance                                                 | 944                             | 209                                                | 1,500                                              | 4,500                                           |
|                                                                           |                                                             |                                 |                                                    |                                                    |                                                 |
| <b>207 Flagpole</b>                                                       |                                                             |                                 |                                                    |                                                    |                                                 |
| <b>1025</b>                                                               | <b>Sundry income</b>                                        | <b>0</b>                        | <b>900</b>                                         | <b>0</b>                                           | <b>0</b>                                        |
|                                                                           |                                                             |                                 |                                                    |                                                    |                                                 |
| 4241                                                                      | Maintenance                                                 | 2                               | 12                                                 | 500                                                | 500                                             |
|                                                                           |                                                             |                                 |                                                    |                                                    |                                                 |
| <b>209 Coulter Lane Burial Ground</b>                                     |                                                             |                                 |                                                    |                                                    |                                                 |
| 4241                                                                      | Maintenance                                                 | 862                             | 248                                                | 1,961                                              | 2,100                                           |
|                                                                           |                                                             |                                 |                                                    |                                                    |                                                 |
| <b>211 Burntwood Town Strategy</b>                                        |                                                             |                                 |                                                    |                                                    |                                                 |
| 4754                                                                      | BTS projects                                                | 3,897                           | 292                                                | 0                                                  | 0                                               |
|                                                                           |                                                             |                                 |                                                    |                                                    |                                                 |
| <b>212 Burntwood Response and Repair Team</b>                             |                                                             |                                 |                                                    |                                                    |                                                 |

**BURNTWOOD TOWN COUNCIL - 2025-26 BUDGET**  
**(DRAFT VERSION - 8 JANUARY 2025 FOR TOWN COUNCIL MEETING ON 20 JANUARY 2025)**

|               |                                                                          | <u>2023-24</u><br><u>Actual</u> | <u>2024-25 8</u><br><u>mths Apr-</u><br><u>Nov</u> | <u>2024-25</u><br><u>Approved</u><br><u>Budget</u> | <u>2025-26</u><br><u>Draft</u><br><u>budget</u> |
|---------------|--------------------------------------------------------------------------|---------------------------------|----------------------------------------------------|----------------------------------------------------|-------------------------------------------------|
| 4767          | BURRT vehicle costs                                                      | 1,500                           | 2,589                                              | 2,120                                              | 4,500                                           |
| 4766          | Repairs and improvements - materials etc.                                | 52                              | 662                                                | 2,000                                              | 2,000                                           |
|               |                                                                          |                                 |                                                    |                                                    |                                                 |
| <b>213</b>    | <b>Community Events</b>                                                  |                                 |                                                    |                                                    |                                                 |
| 1090          | Wakes: Pitch fees                                                        | 680                             | 570                                                | 400                                                | 400                                             |
| 1100          | Wakes: Other income (incl. grant aid, sponsorship, sundry)               | 16,883                          | 9,547                                              | 0                                                  | 1,500                                           |
| 1101          | Christmas: All income                                                    | 570                             | 325                                                | 0                                                  | 0                                               |
| 1102          | Play in the Parks                                                        | 2,167                           | 3,380                                              | 0                                                  | 2,600                                           |
| 1110          | Other events income                                                      | 0                               | 0                                                  | 0                                                  | 0                                               |
| <b>Total</b>  | <b>Events income</b>                                                     | <b>20,300</b>                   | <b>13,822</b>                                      | <b>400</b>                                         | <b>4,500</b>                                    |
|               |                                                                          |                                 |                                                    |                                                    |                                                 |
| Allocate code | All community events (excl. markets)                                     |                                 |                                                    |                                                    | 42,372                                          |
| 4262          | Christmas events                                                         | 8,373                           | 5,619                                              | 10,360                                             |                                                 |
| 4390          | Wakes - all expenditure                                                  | 28,336                          | 21,501                                             | 12,800                                             |                                                 |
| 4761          | Play in the Parks                                                        | 8,870                           | 10,340                                             | 9,000                                              |                                                 |
| 4398          | Markets                                                                  | 7,069                           | 7,758                                              | 8,480                                              | 9,000                                           |
| 4399          | Other events expenditure                                                 | 0                               |                                                    | 0                                                  | 0                                               |
| <b>Total</b>  | <b>Events expenditure</b>                                                | <b>52,648</b>                   | <b>45,217</b>                                      | <b>40,640</b>                                      | <b>51,372</b>                                   |
|               |                                                                          |                                 |                                                    |                                                    |                                                 |
| <b>214</b>    | <b>Community Development (previously Community Projects)</b>             |                                 |                                                    |                                                    |                                                 |
| 1025          | Sundry income                                                            | 0                               | 1,220                                              | 0                                                  | 0                                               |
|               |                                                                          |                                 |                                                    |                                                    |                                                 |
| 4764          | Other Community Projects (incl. defibrillators, LG Partnership in 24/25) | 1,267                           | 8,065                                              | 10,000                                             | 5,000                                           |
| Allocate code | Lichfield Garrick Partnership                                            |                                 |                                                    |                                                    | 5,000                                           |
|               |                                                                          |                                 |                                                    |                                                    |                                                 |
| <b>215</b>    | <b>SCAMP</b>                                                             |                                 |                                                    |                                                    |                                                 |
| 4550          | SCAMP: Maintenance                                                       | 0                               | 32                                                 | 250                                                | 250                                             |
|               |                                                                          |                                 |                                                    |                                                    |                                                 |
| <b>216</b>    | <b>Neighbourhood Plan</b>                                                |                                 |                                                    |                                                    |                                                 |
| 4728          | Neighbourhood Plan expenditure                                           | 0                               | 0                                                  | 0                                                  | 0                                               |

**BURNTWOOD TOWN COUNCIL - 2025-26 BUDGET**  
**(DRAFT VERSION - 8 JANUARY 2025 FOR TOWN COUNCIL MEETING ON 20 JANUARY 2025)**

|                                                                         |                      | <u>2023-24</u><br><u>Actual</u> | <u>2024-25 8</u><br><u>mths Apr-</u><br><u>Nov</u> | <u>2024-25</u><br><u>Approved</u><br><u>Budget</u> | <u>2025-26</u><br><u>Draft</u><br><u>budget</u> |
|-------------------------------------------------------------------------|----------------------|---------------------------------|----------------------------------------------------|----------------------------------------------------|-------------------------------------------------|
| <b>301 Civic Expenses</b>                                               |                      |                                 |                                                    |                                                    |                                                 |
| <b>1062 Fundraising (to be earmarked)</b>                               |                      | <b>279</b>                      | <b>641</b>                                         | <b>0</b>                                           | <b>0</b>                                        |
| 4360 Chair's Expenses                                                   |                      | 0                               | 0                                                  | 60                                                 | 60                                              |
| 4368 Fundraising expenditure (Donations & distribution of funds raised) |                      | 720                             | 869                                                | 0                                                  | 0                                               |
| 4361 General expenses                                                   |                      | 83                              | 101                                                | 212                                                | 250                                             |
| <b>302 Better Burntwood incl. grants</b>                                |                      |                                 |                                                    |                                                    |                                                 |
| 4416 Better Burntwood expenditure                                       |                      | 22,770                          | 21,501                                             | 27,560                                             | 27,000                                          |
| 4417 External grant expenditure                                         |                      | 0                               | 0                                                  | 5,000                                              | 0                                               |
| 4760 S Sutton Bursary/Youth award                                       |                      | 2,000                           | 0                                                  | 1,000                                              | 2,000                                           |
| <b>310 Election Expenses</b>                                            |                      |                                 |                                                    |                                                    |                                                 |
| 4701 Election expenses                                                  |                      | 19,544                          | 0                                                  | 10,600                                             | 10,600                                          |
| <b>401 Burntwood Cemetery</b>                                           |                      |                                 |                                                    |                                                    |                                                 |
| <b>1000 Burial fees/ licences</b>                                       |                      | <b>40,356</b>                   | <b>19,759</b>                                      | <b>29,680</b>                                      | <b>33,000</b>                                   |
| <b>1001 Memorial plaques</b>                                            |                      | <b>82</b>                       | <b>261</b>                                         | <b>100</b>                                         | <b>100</b>                                      |
| 4019 Employee costs                                                     |                      | 3,908                           | 2,717                                              | 4,092                                              | 4,230                                           |
| 4810 Grave digging                                                      |                      | 7,080                           | 3,550                                              | 4,770                                              | 4,900                                           |
| 4820 NNDR: Burntwood Cemetery                                           |                      | 1,493                           | 1,643                                              | 1,537                                              | 1,725                                           |
| 4864 Grounds maintenance                                                |                      | 9,700                           | 3,734                                              | 7,950                                              | 8,300                                           |
| 4863 Other maintenance and services (to include gritting, skips etc.)   |                      | 4,952                           | 3,712                                              | 5,300                                              | 5,550                                           |
| 4163 General office expenses (e.g. plaque engraving, ICCM)              |                      | 541                             | 292                                                | 423                                                | 500                                             |
| Total                                                                   | Cemetery expenditure | 27,674                          | 15,648                                             | 24,072                                             | 25,205                                          |
| <b>501 Capital Expenditure</b>                                          |                      |                                 |                                                    |                                                    |                                                 |
| 4901 OMCC refurbishment works                                           |                      | 0                               | 0                                                  | 0                                                  | 0                                               |

**BURNTWOOD TOWN COUNCIL - 2025-26 BUDGET**  
**(DRAFT VERSION - 8 JANUARY 2025 FOR TOWN COUNCIL MEETING ON 20 JANUARY 2025)**

|                                           |                                                                | <u>2023-24</u><br><u>Actual</u> | <u>2024-25</u> 8<br><u>mths Apr-</u><br><u>Nov</u> | <u>2024-25</u><br><u>Approved</u><br><u>Budget</u> | <u>2025-26</u><br><u>Draft</u><br><u>budget</u> |
|-------------------------------------------|----------------------------------------------------------------|---------------------------------|----------------------------------------------------|----------------------------------------------------|-------------------------------------------------|
| 4903                                      | CTMC purchase                                                  | 240,000                         |                                                    |                                                    |                                                 |
| 4666                                      | Capital works (any other)                                      | 0                               | 0                                                  | 0                                                  | 0                                               |
| Total                                     | Capital Expenditure                                            | 240,000                         | 0                                                  | 0                                                  | 0                                               |
| <b>502 Chase Terrace Methodist Church</b> |                                                                |                                 |                                                    |                                                    |                                                 |
| <b>1079</b>                               | <b>Room hire &amp; other income</b>                            | <b>83</b>                       | <b>1,096</b>                                       | <b>13,500</b>                                      | <b>5,000</b>                                    |
| 4022                                      | NNDR                                                           | 0                               | 0                                                  | 4,000                                              | 4,000                                           |
| 4023                                      | Water rates                                                    | 0                               | 54                                                 |                                                    | 300                                             |
| 4055                                      | Energy                                                         | 41                              | 554                                                |                                                    | 800                                             |
| 4065                                      | CTCC cleaning & maintenance                                    | 1,021                           | 728                                                | 4,000                                              | 4,000                                           |
| 4066                                      | CTCC administration                                            | 0                               | 0                                                  | 4,500                                              | 4,500                                           |
| 4221                                      | Insurance                                                      | 0                               | 96                                                 | 1,000                                              | 1,100                                           |
| Total                                     |                                                                | 1,062                           | 1,432                                              | 13,500                                             | 14,700                                          |
| <b>503 CTCC redevelopment project</b>     |                                                                |                                 |                                                    |                                                    |                                                 |
| <b>1130</b>                               | <b>Community Ownership Fund</b>                                |                                 | <b>78,261</b>                                      |                                                    | <b>0</b>                                        |
| 4010                                      | COF project expenditure                                        |                                 | 511                                                |                                                    | 0                                               |
|                                           | <b>TOTAL INCOME</b>                                            | <b>509,547</b>                  | <b>567,375</b>                                     | <b>510,121</b>                                     | <b>523,657</b>                                  |
|                                           | TOTAL EXPENDITURE                                              | 715,403                         | 317,237                                            | 508,239                                            | 523,657                                         |
|                                           | <b>NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME</b> | <b>205,856</b>                  | <b>250,138</b>                                     | <b>1,882</b>                                       | <b>0</b>                                        |

# BURNTWOOD TOWN COUNCIL

## DRAFT PRECEPT 2025/26

|                    | 2024/25 | 2025/26 |
|--------------------|---------|---------|
| Band D Council Tax | £45.42  | £46.78  |
| Council Tax Base   | 8,489.3 | 8,485.6 |
| Precept            | 385,542 | 396,939 |

| Change |         |
|--------|---------|
| £      | %       |
| £1.36  | 3.00%   |
| (3.7)  | (0.04%) |
| 11,398 | 2.96%   |

**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 06 NOVEMBER 2024 COMMENCING AT 6.00 PM**

**PRESENT**

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

**In attendance**

S Lightfoot, Town Clerk  
Ms J Minor, Deputy Clerk  
Ms K Horner, Community Development and Engagement Officer  
Ms L Jackson, Administration Officer

**PUBLIC FORUM**

Councillor Norman explained that questions had been received from a member of the public, however, in their absence the questions could not be raised. He felt that the questions were premature as Members had not discussed the proposal and confirmed that a response would be provided to the person in question following the meeting.

**23. APOLOGIES FOR ABSENCE**

Councillor Galvin (Prior Commitments)  
Councillor Hancox

The reasons for the apologies were approved.

**24. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Woodward declared an interest in Agenda Item 8 – Chase Terrace Community Centre – Proposed Room Hire Charges as she was a member of the former Methodist Church.

Councillor P Taylor declared an interest in Agenda Item 8 – Chase Terrace Community Centre – Proposed Room Hire Charges as he is Chair of Trustees of Burntwood Memorial Institute (which is a similar establishment in which it hires out rooms to community/voluntary organisations as well as to statutory organisations/commercial/private bookings).

Councillor Evans declared an interest in Agenda Item 8 – Chase Terrace Community Centre – Proposed Room Hire Charges as she was a member of the former Methodist Church.

**25. MINUTES**

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

Following a unanimous show of hands it was

**RESOLVED** That the Minutes of the Policy and Resources Committee held on 11 September 2024 (Minute Nos. 12-22) be approved as a correct record.

## **26. SCHEDULE OF PAYMENTS**

Councillor Woodward referred to a payment made to J & M Electrical Supplies for emergency battens and asked for clarification. The Town Clerk confirmed that the battens related to lighting. Councillor Woodward also referred to a payment made to Royal British Legion in respect of an unknown women in war statue and the Town Clerk confirmed that this was the replacement for the tommy statue which had been stolen in 2023. Councillor Evans confirmed that she was delighted to see that the replacement was an "unknown woman in war statue" as they had played an important role in the war.

**RESOLVED** That the schedule of payments from 01 September 2024 to 31 October 2024 in the sum of £64,180.48 and the Petty Cash Spend on 22 October 2024 be approved and noted.

## **27. PHOTOCOPIER**

Councillor Woodward reminded Members that this item had been requested following a discussion which had taken place on 11 September 2024 (Minute No. 16 – Schedule of Payments) where she had referred to payments made to MB Office Systems Limited in respect of photocopier charges. Councillor D Ennis asked if this item could be diared for discussion in September 2027 as the current leasing arrangements end on 16 January 2028. He confirmed that he emails officers on a regular basis (the last being on 22 October 2024) saying that he thinks it is important on our route to be a sustainable council that we do our utmost to lower our carbon footprint and save the trees.

Members noted the content of the report.

## **28. WORKS PROGRAMME**

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

### **Brighter Burntwood**

Councillor Norman stated that there was no reference to three-tier plants which has previously been discussed and agreed (Minute No. 17 – 11 September 2024 refers). The Town Clerk confirmed that quotations were being sought.

Councillor D Ennis referred to a meeting he had had with Mr Eteo, LDC's Town Centres Manager (Burntwood and Lichfield) where it had been discussed if it was possible, by using the UK Shared Prosperity Fund, to provide planters underneath the signage. He confirmed that he was awaiting a response. Councillor Norman stated that the Town Council needed to be aware of ongoing maintenance costs in the future. Councillor Woodward referred to previous discussions where ornamental grasses had been discussed as an alternative to plants. She referred to the Chase Terrace sign at the top of Ironstone Road where a letter had dropped off and felt that the current signs do not recognise Burntwood.

*(Post Note: Lichfield District Council Leadership Team have approved the deliverables of the High Street Improvements Project and therefore they can use the project budget to replace the Chase Terrace sign together with the Morrisons Island*

*(exit towards High Street) sign and Highfields Road, Chasetown sign. The new signs will be in place by March 2025 as the budget needs to be spent by then).*

#### **Restoration of Fingerposts**

The Town Clerk confirmed that a considerable amount of time would need to be allocated by BuRRT to complete the task and it had been anticipated that the task would be completed by the end of October 2024 however this was also weather dependent.

#### **Larks Rise Community Woodland**

Following the discussion on 11 September 2024, as agreed, the Town Clerk together with Councillor Norman had recently met with the managing director of Mercian Labels Limited. As it was felt that the majority of the tree planting had failed, other options had been discussed for example wildflowers, bedding plants and benches. It was agreed that a proper plan was needed to be in place relating to maintenance. The Town Clerk confirmed that LDC were in the process of drawing up a quotation for consideration.

Councillor Woodward felt that the initial vision had now gone by the wayside (discarded) bearing in mind the level of volunteer input when the project was first initiated.

#### **BTC Comms Strategy/Values**

The Town Clerk confirmed that this item would be discussed later in the agenda.

#### **Chase Terrace Community Centre**

The Town Clerk confirmed that this item would be discussed later in the agenda, however, Councillor D Ennis gave a brief update on the current situation and confirmed that a planning application had been submitted to LDC in respect of a single storey side extension (planning application 24/01096/FUL) and the project was still on target to finish by March 2025 in accordance with the Community Ownership Fund – Department of Levelling Up, Housing and Communities (now Ministry of Housing Communities and Local Government) bid.

Councillor Woodward provided some updates on the details of the refurbishment work and there was a general discussion about progress.

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

## **29. SAFEGUARDING POLICY**

Members referred to the Safeguarding Policy in depth, page by page.

Councillor Norman explained that as Councillors, they could be invited into resident's homes and safeguarding was important as well as regular training. The Town Clerk confirmed that it was his intention to roll out training. Councillor Evans suggested that training needed to be Level 2.

Councillor Banevicius asked if the Town Council had a DBS policy alongside the Safeguarding Policy and the Town Clerk confirmed that currently the Town Council does not. Councillor Banevicius **agreed** that she would forward a DBS policy to the Town Clerk for adaption.

In respect of Roles and Responsibilities, Councillor Banevicius queried ensuring that a copy of an organisations Safeguarding Policy is obtained if they are using Town Council facilities for activities involving children, young people, and vulnerable adults. The Town Clerk confirmed that the onus is on the organisation. Councillor Woodward

raised the issue ensuring that a DBS check is obtained for volunteers and Councillors for specific activities as some Councillors do attend the play in the parks events. Councillor Wittstock queried if a person or organisation does not have a Safeguarding Policy or appropriate DBS checks then is the Town Council not working with them. Members felt that best practice would be for both, but this was to be proportionate to the specific activity. Councillor Woodward suggested a signature may be appropriate to confirm whether they had both or if they had one but not the other.

**RESOLVED** That following the discussion, the Community Development and Engagement Officer would make the appropriate changes.

### **30. CHASE TERRACE COMMUNITY CENTRE – PROPOSED ROOM HIRE CHARGES**

The Town Clerk confirmed that following the discussions, he would be engaging with partners and potential user group to determine an acceptable rate.

Councillor Woodward having declared an interest, explained that a non-constituted group had met regularly on a weekly basis before the centre closed for refurbishment and she felt that they would not be in a position to pay the £30 charge (community room - £20 person session plus £10 for the kitchen). As a non-constituted group they would not be entitled to apply for funding for example from the Better Burntwood Fund. Councillor Woodward realised that the centre needed to cover its costs but the group would only need to hire the space for approximately 1 to 1½ hours per week.

Councillor P Taylor having also declared an interest, asked if the Town Council was going to allow the officers some leeway (discretion) or have a fixed policy. He explained that the Memorial Hall sometimes offer a discount the room hire charge for start up groups and also help them to find external grant funding.

The Town Clerk hoped that a flexible policy would be developed over time with different rates for start up groups and statutory organisations/commercial/private bookings. While flexibility and discretion would be useful, the Town Clerk felt that this would have to back up by an agreed and transparent framework.

Councillor Tranter asked if the organisations, if constituted, could apply for the Town Council's Better Burntwood Fund and it was confirmed that this could be the case as this was a different budget. Councillor Banevicius asked if sponsors could be obtained for such groups. Councillor Wittstock said that she liked the idea of a framework but this needs to be transparent.

#### **Venue Hire Booking Form and Agreement**

##### **Food and Drink**

Councillor Woodward referred to where food or drink is to be supplied to the public the hirer or caterer must hold a Basic Food Hygiene Certificate, she felt that this could be a hurdle for some small groups. The terminology may need to be adjusted.

##### **Insurance**

Councillor Woodward felt that Public Liability Insurance (PLI) (of not less than £5,000,000) may also be a problem for small non-constituted groups. Councillor Tranter also referred to this item and the Town Clerk confirmed that the Town Council would have their own PLI.

##### **Advertising**

Councillor P Taylor felt that most organisations would want to advertise their events however the Town Clerk said that it was about reserving our rights.

**Nuisance**

Councillor Woodward stated that as Chase Terrace Ward Members who live in close proximity to the Centre, the Council needed to avoid noise nuisance to residents as the Centre is located next door to residential properties. She also mentioned the need for a parking plan to be put in place and the Community Development and Engagement Officer confirmed that St John's Community Church were happy to share their parking facilities with us and vice versa however she had only received a holding email from the scouts.

**Deposit/Bond**

Councillor P Taylor asked if the Town Council was going to charge a deposit/bond. He explained that when hiring the memorial hall the hirer must deposit £25 which is not refundable, plus £100 refundable bond to cover any damage during hire. The Town Clerk felt that this could be discretionary, for example for weddings, childrens parties.

The Town Clerk explained that that this draft room hire agreement was designed to be extremely robust to protect the interests and reputation of the Town Council. However, the agreement would be signed between the hirer and the Town Council and not all provisions need necessarily to be applied in every case.

**RESOLVED** That the content of the report be noted and that Members authorise the Town Clerk to engage with partners and potential user groups to determine whether these rates are acceptable to them. A further report to be considered at the January 2025 Committee Meeting.

**31. LICHFIELD DISTRICT LOCAL PLAN 2022-2043**

The Town Clerk explained that the new Local Plan is proposed to cover the period 2022 to 2043 and will be known as the Local Plan 2043. The first stage of the new Local Plan was a 'Call for Sites' which took place between 29 January 2024 and 25 March 2024. Call for Sites provided all landowners, developers, and others an opportunity to submit potential sites for development.

Councillor Woodward felt that it was important to have a response from the Town Council on the Issues and Options Consultation which was launched on 30 October 2024 and runs until 11 December 2024 and she felt that this could be an Agenda item for the Planning and Development Committee if time allows.

**RESOLVED** That a response from the Town Council be forwarded to LDC regarding the Issues and Options Consultation.

**32. LIMITLESS PROPOSAL FOR BURNTWOOD'S CULTURAL STRATEGY**

The Town Clerk explained that the Limitless proposal (led by local artist Peter Walker) was commercially sensitive, and the details of the concept and execution are yet to be fully explained and described. The Town Clerk explained that Peter Walker is now an internationally recognised artist, and he has been involved in spectacular light and sound shows at prestige locations across Europe, including a current poignant and moving display at the Tower Of London called Poppy Fields, as part of the Remembrance events. In 2014 Peter Walker lit St Ann's Church, Chasetown as part of local remembrance events with an extremely moving light show as a tribute to local war dead. Peter is also the artist and sculptor who created SCAMP, the pit pony

miner's memorial at Sankey's Corner, which has done a lot to give a sense of place for Burntwood.

Councillor Woodward felt that the strategy would set a vision for Burntwood and create an opportunity for cultural projects to start as without a framework it is difficult.

Councillor Norman felt that further detail was needed as he currently could not see an output (what would the Town Council have). He referred Members to the Burntwood Town Strategy a framework for the future of the Burntwood communities dated March 2011.

Councillor D Ennis raised concerns as the Town Council could not predict the outcome until we had the report and currently the report alone would cost £30,000 plus VAT.

Councillor P Taylor felt that the strategy may inform the Town Council on how they could develop the, for example, Wakes Festival, Lichfield Garrick Theatre partnership. He felt that the Town Council needed to be ambitious and this strategy could put Burntwood on the map. Councillor D Ennis felt that £30,000 for a list of ideas seemed extreme.

Councillor Tranter felt that this could be achieved more in-house by utilising Councillor D Ennis's photographs, videos etc.

Councillor Woodward agreed with Councillor P Taylor in that she felt that the Town Council needed to be ambitious and outward looking.

Councillor Evans also felt that there was currently not enough detail. Councillor Norman asked if the Committee could have examples of where Limitless had undertaken this project before, however, Councillor P Taylor said that no examples existed as Burntwood was a test bed and the cost was including a 25% discount.

Councillor D Ennis referred to LDC's Master Plan for Burntwood and asked if the Plan included a cultural part.

Councillor Woodward referred to Mr Walker's Lichfield Cathedral projects as he had been the artist in residence for five years.

**RESOLVED** That Limitless be invited to the meeting of Full Council on 20 January 2025 to give a presentation on what is being proposed.

### **33. COMMUNICATIONS STRATEGY AND BRAND GUIDELINES**

The Community Development and Engagement Officer explained the purpose of the communications strategy and brand guidelines. She referred to the Full Council Meeting held on 14 March 2024, where Members had adopted a Values Statement for Burntwood Town Council.

#### **Communication Channels**

Councillor D Ennis referred to a Parish Network Meeting which had been held on 16 October 2024 at Shenstone Community Library, which he and the Town Clerk had attended. He said that a Parish Council Newsletter was produced twice a year which covered Little Aston, Shenstone and Stonnall. This was in the form of a 12-page A4 glossy publication. He felt that the Town Council could re-produce this as not all residents are on social media.

Councillor Norman referred to the Norton Canes Village News (the Autumn 2024 Issue was 36 pages). Councillor Woodward felt that we were a much bigger town and explained that we already have a communications budget and advertise in the Lichfield and Burntwood Independent.

#### **BTC's Values and Key Messages**

Councillor Woodward asked if under Community Involvement, 'BTC also works to support, enable, and facilitate the work of community groups and charities through the Better Burntwood grant scheme, and our own community events' could be added.

#### **Evaluation and Adjustment**

Councillor Woodward referred to monitor in person engagement. She felt that we either needed to drop the Public Forum part of the meeting or encourage engagement.

#### **Inclusivity and Accessibility**

Councillor Woodward asked if reference could be made to dementia friendly community.

The Chair thanked the Community Development and Engagement Officer for her work on this.

**RESOLVED** That following the discussion, the Community Development and Engagement Officer would make the appropriate changes so that the document could be approved and implemented.

### **34. REVIEW OF BURNTWOOD CEMETERY RULES AND REGULATIONS**

The Administration Officer explained the purpose of the report and confirmed that she had consulted stone masons, funeral directors, and grave diggers.

Members referred to the report in depth, page by page.

With regard to UV resistant artificial flowers, the Administration Officer explained that it could provide a more cost-effective means of decorating memorials for those who struggle to afford regular cut flowers. Since the original regulations were adopted in 2007, advances have been made in the materials used to make artificial flowers, and they now look natural and are longer lasting.

With regard to the consultation to assess whether dogs on leads could be allowed in the cemetery, Councillor Wittstock asked if well controlled dogs could be incorporated into the Rules and Regulations.

The Administration Officer explained that the Charter for the Bereaved had different levels i.e. bronze, silver and gold.

Councillor P Taylor referred to the QR code and the Town Clerk explained that the QR code would link to a recognised provider of the service.

Councillor D Ennis referred to consideration of reviewing the cost of an interment of non-Burntwood residents and felt that the 4x out of parish area charge should remain. Councillor Tranter agreed with continuing with the 4x out of parish area charge as more houses are due to be developed in the future.

Councillor Wittstock referred to reviewing the plaques to comply with the Equality Act 2010 and queried the word 'format'. The Town Clerk confirmed that the format (size and wording) currently applied would remain the same and would not change.

The Chair said that he was very grateful for the report as it showed that the officer responsible for the day-to-day operation of the cemetery had gone out of her way to listen to residents and visitors to the grounds and so hopefully improve their experience of a sensitive facility.

**RESOLVED** That

- (a) on the assumption that the Committee Members had read the Rules and Regulations, the new text be approved.
- (b) the summer opening hours (01 April to 30 September) be amended to 9am to 8pm.
- (c) the use of UV resistant artificial flowers on burial and cremation plots be approved.
- (d) the process for declining a burial for appropriate reasons (for example, criminally or politically sensitive interments) be approved.
- (e) the Out of Parish Area Charge remain at 4x be approved.
- (f) to allow interments on Mondays be approved.
- (g) 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 be approved.
- (h) the format of wall plaques to comply with the Equality Act 2010 be approved. The format (size and wording) currently applied would remain the same and would not change.
- (i) authorise the Town Clerk to investigate new technologies such as QR codes be approved.

### **35. DRAFT BUDGET 2025/26**

The Town Clerk presented the working document for the draft budget. Members will note that this working document assumes a 0% increase in precept, however this did not include the recent changes to National Insurance contributions. In its current state, the calculations show that there would be a small deficit, and councillors would be asked to make decisions about to balance the budget.

He stated that the final document would be considered at Full Council on 20 January 2025, and members have the opportunity to discuss and feedback to the Town Clerk and Leader.

Councillor D Ennis referred to Cost Centre 212 - Burntwood Response and Repair Team and stressed the need for a budget for the replacement of the vehicle.

Councillor Banevicius referred to Cost Centre 301 - Civic Expenses and queried the difference between Nominal Code 4360 - Chair's Expenses and Nominal Code 4361 - General Expenses. The Town Clerk confirmed that Chair's Expenses was to do with travelling expenses etc and General Expenses was to do with fundraising. Councillor Banevicius felt that £60 was a bit on the low side for Civic Expenses and Councillor Woodward confirmed that LDC had just approved £200 for Civic Expenses.

Councillor D Ennis referred to Cost Centre 214 - Community Development and that a budget of £5,000 had been added under the heading titled Lichfield Garrick Partnership so that the Town Council could continue with the partnership.

Councillor D Ennis pointed out that it would be necessary to calculate a small rise in the precept to ensure that all the ambitions of the Council could be adequately funded.

**36. 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.

**37. CONFIDENTIAL MINUTES**

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

Following a unanimous show of hands, it was

**RESOLVED** That the Confidential Minutes of the Policy and Resources Committee held on 11 September 2024 (Minute Nos. 20-22) be approved as a correct record.

(The Meeting closed at 8.40 pm)

Signed .....

Dated .....

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE  
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,  
BURNTWOOD ON THURSDAY 07 NOVEMBER 2024 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Evans (in the Chair)

Councillors Coe MBE (from 6.40pm), Gittings, P Taylor, Tranter, Willis-Croft and Wittstock

**In attendance**

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms K Horner, Community Development and Engagement Officer

**PUBLIC FORUM**

No questions were raised by members of the public.

**26. APOLOGIES FOR ABSENCE**

Councillor D Ennis (Work Commitments)

Councillor R Ennis (Work Commitments)

Councillor Holdsworth (Work Commitments)

Councillor Kirkham (Work Commitments)

Councillor S Taylor (Unwell)

The reasons for the apologies were approved.

**27. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Gittings declared a non-pecuniary interest in Agenda Item 6. i. Active's 60's Group as members of that group are known to her and took no part in the discussion.

Councillor Evans declared a non-pecuniary interest in Agenda Item 6. ii. Members of Burntwood as specifically the applicant is known to her, she vacated the Chair and took no part in the discussion.

**28. MINUTES**

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 17 September 2024.

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

**RESOLVED** That the Minutes of the Community and Partnerships Committee held on 05 September 2024 (Minute Nos. 14-25) be approved as a correct record.

## **29. INFORMATION FROM THE MINUTES**

There was no information arising from the minutes.

## **30. COMMUNITY ENGAGEMENT**

### **Support Staffordshire – Volunteer Fair**

The Community Development and Engagement Officer informed Members that she had been working in partnership with Support Staffordshire to host a volunteer fair at Burntwood Leisure Centre for the second year which went ahead in October. Over 30 voluntary organisations attended and the event this year was busier than last year. Positive feedback was received from the stall holders about the number of people they'd spoken to. The aim is to continue to work with Support Staffordshire to provide an annual volunteer fair in Burntwood.

Councillor Evans informed Members that she had attended the volunteer fair and it was interesting to see exactly what is available in the area. She stated that the volunteer fair was very well attended.

### **Lichfield Garrick Theatre**

The Community Development and Engagement Officer informed Members that the Town Council's partnership with the Lichfield Garrick Theatre continues to progress. The public consultation closed in September, and the Community Development and Engagement Officer and Jonny McClean from the Lichfield Garrick Theatre have gone through the survey data, and the Garrick have created a plan of activities that people in Burntwood have told us they would like to see. The Community Development and Engagement Officer and Jonny McClean from the Lichfield Garrick Theatre presented at a joint meeting to the Town Council's leadership team, representatives from Lichfield District Council and representatives from Lichfield Garrick Theatre to share the outcomes of the consultation and outline the direction that the project will now take, as well as aspirations for later stages.

The Community Development and Engagement Officer confirmed that a significant part of this project to date had been the creation of Young Garrick Burntwood, the free youth theatre group for young people from Burntwood aged 11 – 18. Young Garrick Burntwood held their first performance at the end of October at Burntwood Memorial Hall which Members were invited to attend, and the feedback we have received from this has been excellent.

Councillor Evans felt that the partnership with the Lichfield Garrick Theatre was going well as it was important to have those kinds of activities available in Burntwood and she would encourage all Members to attend the next performance of the youth theatre group.

### **Lichfield District Council – UK Shared Prosperity Fund**

The Community Development and Engagement Officer explained that together with Councillor D Ennis they have continued to liaise with Lee Eteo, Town Centre's Manager from Lichfield District Council and have fed back views shared by Members on LDC's project to tidy up the retail areas in the town. The first part of the project will be to clean, weed and make repairs to the retail spaces, and the second phase will look to introduce new foliage, art, and street furniture to make the areas more welcoming and vibrant.

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

The Community Development and Engagement Officer confirmed that the BTC Student Award in memory of Stephen Sutton MBE closed for applications at the end of October and we have received 15 applications from young people in Burntwood. The Community and Partnerships Committee will meet on the 04 December at 6pm to review those applications.

Councillor Evans explained that due to the number of applications received and the fact that we need to be mindful of the numbers of copies printed, on this occasion the applications will not be printed off.

### **Annual Sunflower Competition**

The Community Development and Engagement Officer explained that the annual sunflower competition closed in September but unfortunately, we did not have any entries from local primary schools this year. Some reported issues with their plants after a poor summer. The Community Development and Engagement Officer will bring this back to Members closer to the summer months to review for next year.

### **Lichfield District Soroptimists**

The Community Development and Engagement Officer explained that she had met recently with a representative from Lichfield District Soroptimists who are supporting this year's campaign to Orange the World. The campaign calls for an end to violence against women and girls, and the Soroptimists have asked the Town Council for support in highlighting this campaign by lighting the Old Mining College orange and decorating the buildings railings, which will go ahead for the duration of the 16 Days of Activism, from Monday 25 November – Tuesday 10 December.

Councillor Evans felt that it was important to support the 16 Days of Activism.

### **Burntwood Welcome Spaces**

The Community Development and Engagement Officer reminded Members that the Town Council had established Burntwood Welcome Spaces two years ago in response to the cost-of-living crisis so that residents could access warm places around the town. The initiative has continued and the sessions that are available are mostly led by organisations who deliver them as part of their core offering, such as local churches and the library. She said that she will be looking in to how we continue to promote these sessions and support in sustaining the groups that are not linked to an organisation.

## **31. BETTER BURNTWOOD FUND**

### **31.1 Active 60's Group**

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

Councillor Evans felt that there was little detail in the application form, however, Councillor P Taylor pointed out that additional information had been forwarded to Members in the form of a letter which gave greater detail for example one of the objectives of the group is to reduce social isolation. He explained that the amount requested would be spent on purposes outside of the Burntwood area for example

day trips, hire of transport etc however the Town Council had provided funding to this Group for this type of request in November 2023.

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

**RESOLVED** That the Community Development and Engagement Officer, in consultation with the Town Clerk, speaks to the Group to offer support on other sources of funding, before a grant of £360 is awarded.

### **31.2 Members of Burntwood**

Having declared a non-pecuniary interest, Councillor Evans vacated the Chair and took no part in the discussion.

Members were informed that Members of Burntwood were a voluntary group, that meet monthly for social purposes. Councillor Tranter thought that this Group had previously been known as Men of Burntwood and asked if women were now allowed to join. Members were informed that the application had been completed by the Membership Secretary who was female. Members were informed that Members of Burntwood do not have a bank account in their own name and if a grant was awarded would be paid into Christ Church – Burntwood PCC.

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

**RESOLVED** That the Community Development and Engagement Officer, in consultation with the Town Clerk, speaks to the Group to ascertain how the fund is to be received and distributed before a grant of £375 is awarded.

### **31.3 Burntwood Community Table Tennis Club**

Members were informed that the Club had been in operate for over 20 years and its aim was to promote physical activity and improve mental wellbeing for anyone in the Burntwood area. Councillor Evans explained that the Club had recently funded an outdoor table for anyone to use at the Leisure Centre and had previously donated table tennis tables to local high schools. She explained that the Club is slightly unusual in that most table tennis clubs are members only clubs, whereas Burntwood offers a turn up and play basis, as well as memberships, to people of all ages and abilities (including disabled).

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

**RESOLVED** That a grant of £500 be awarded to Burntwood Community Table Tennis Club for running costs.

### **31.4 Lichfield & Burntwood Repair and Share Café (part of Transition Lichfield)**

Councillor P Taylor explained that this was another application of funding a group's core costs and next year the funding available may be even tighter, however the Town Council had provided funding to this Group for this type of request in September 2023.

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

**RESOLVED** That the Community Development and Engagement Officer, in consultation with the Town Clerk, speaks to the Group to offer support on other sources of funding, before a grant of £500 is awarded.

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

Councillor Evans gave an update on the Christmas Events. She confirmed that Bromford would be contributing £200 towards the Christmas Event at Boney Hay.

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

The Community Development and Engagement Officer referred to Minute No. 58 (06 March 2024 refers) where the Committee resolved that a quarterly report would be completed by Burntwood Lions which would provide the Committee with further insight into the support received by residents including anecdotal information. She explained that some of this year's budget had been used to cover costs of £1,165 incurred in January - March 2024 during the last financial year when previous funds ran out, the Lions were able to place order with Hathaways and pay retrospectively for them. This was not indicated in the last report, so the figures in this quarterly report had been updated to reflect this.

Councillor Tranter asked if Burntwood Lions were eligible for funding via We Love Lichfield and she was informed that they were.

Councillor Wittstock referred to the Household Support Fund (<https://www.gov.uk/cost-living-help-local-council>) this could help with energy and water bills, food and essential items.

The Community Development and Engagement Officer confirmed that she will be meeting with the Burntwood Lions to discuss service criteria and funding options.

### **34. COMMISSIONING PROGRAMME UPDATE**

The Community Development and Engagement Officer reminded Members that in February 2023 Members had agreed to change the Town Council's existing larger grants of one-off payments of up to £5,000 to a commissioning model, providing £15,000 over three years for projects delivering outcomes related to specific priorities. Following a public consultation, two priority areas were selected, adult mental health and wellbeing and youth services (11-18 years). Applications were received and Burton and District Mind and Platinum Boxing were selected by Members. Members received an update on the progress made by two projects in receipt of funding.

In particular, Councillor P Taylor said that he was keen to learn the outcome of the consequential thinking workshops being delivered by Burntwood Platinum ABC.

Councillor Evans felt that both Burton and District Mind and Burntwood Platinum ABC had produced good reports which showed that the funding provided by the Town Council was being directed in the right place.

Councillor Evans said it is clear that Burntwood Town Council is very proactive and as members of the public are often unaware of what is happening, we need to look at

ways to engage more with them and encourage attendance at meetings, so that they can participate in the Public Forum part of the agenda.

(The Meeting closed at 6.50 pm)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE  
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,  
BURNTWOOD ON MONDAY 11 NOVEMBER 2024 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Flanagan (in the Chair)  
Councillors Bacon, Bullock, D Ennis, L Ennis, Gittings, P Taylor, S Taylor, and Willis-Croft

**In attendance**

Ms Minor, Deputy Clerk  
Councillor Evans (from 6.14pm)  
Councillor Woodward (from 6.19pm)

**PUBLIC FORUM**

No questions were raised by members of the public.

**32. APOLOGIES FOR ABSENCE**

Councillor Hancox (Personal Reasons)  
Councillor Holdsworth (Work Commitments)

The reasons for the apologies were approved.

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

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

**Planning Application 24/01096/FUL – Chase Terrace Community Centre  
Single Storey Side Extension**

Councillor Flanagan referred to the above application and as the application is by the Town Council Members' have an interest. Councillor Flanagan explained that it is allowable that the Committee looks at the application purely from a planning perspective. However, he stated that Members should be aware that they have likely fettered their discretion where the Town Council is landowner/developer/applicant where they have acted as, or could be perceived as being, an advocate for the proposal (i.e. through their significant personal involvement in preparing or advocating the proposal they will be, or be perceived by the public as being, no longer able to act impartially or to consider the proposal purely on its planning merits). It was **agreed** that having fettered their discretion Members declared a prejudicial interest in the application and took no part.

**34. MINUTES**

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

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

**RESOLVED** That the Minutes of the Planning and Development Committee Meeting held on 14 October 2024 (Minute Nos. 25-31) be approved as a correct record.

### **35. INFORMATION FROM THE MINUTES**

#### **Planning Application 24/00843/FULM – Lidl**

**Land rear of former Bridge Cross Garages, Cannock Road – erection of a discount food store (Use Class E) with access, parking, landscaping, and other associated works**

Councillor Flanagan informed the Committee that the above application was due to be determined by Lichfield District Council's Planning Committee on 18 November 2024 with a recommendation for approval.

#### **Planning Application 24/00718/FULM – McCarthy Stone**

**Land To The South Of Cannock Road Chase Terrace – Full planning application for the development of 51 no. retirement apartments [use class C3] including a new vehicular access, new pedestrian accesses, car parking, landscaping, and associated infrastructure**

Councillor Flanagan informed Members that a leaflet was going through letter boxes advertising the 51 retirement apartments which they say will be ready to move into in the Summer of 2026. However, Lichfield District Council's Delegated Officer Report dated 05 November 2024 recommended refusal on the following grounds:

- a. The development, by virtue of it proposing a wholly residential scheme with no other uses integrated, fails to be acceptable in principle due to undermining the aspirations of the Local Plan Strategy and Burntwood Neighbourhood Plan. The driving intention and purpose of policy Burntwood 3 within the Local Plan Strategy and Policy B1 within the Burntwood Neighbourhood Plan is to strive to achieve the delivery of mixed-use developments within the allocated Town Centre, with a view of improving the presently inadequate retail, leisure and community services, facilities, and employment provision available to existing residents, businesses, and visitors to Burntwood. The development proposes as a wholly residential scheme with no retail, leisure, or community elements, and would consequently undermine the intentions of these policies by placing further pressure on the existing inadequate facilities and services, and effectively eliminating a significant part of the site from delivery of policy compliant development. The Council finds that the adverse impacts of permitting this policy conflict, when considered cumulatively with the harm arising from the absence of any necessary financial contributions necessary to mitigate the development's impact on highway and healthcare infrastructure, as well as the absence of either on-site affordable housing or agreements to pay a commuted sum to provide affordable housing elsewhere within Burntwood to meet the Council's significant shortfall, together with harm identified in other reasons for refusal as given below, are not significantly and demonstrably outweighed by the substantial benefits of approving the development, including the economic benefits and addressing the evidenced shortfall in older persons housing within the district and Burntwood. Therefore, the development is considered to be unacceptable in principle, conflicting with policies Burntwood 1, Burntwood 2 and Burntwood 3 of the Lichfield Local Plan Strategy and Policies B1 (Burntwood Town Centre) and B2 (Improving the Environment of Burntwood Centre) of the 'Made' Burntwood Neighbourhood Plan 2021.

- b. The development, by virtue of its scale, design and finish/appearance, fails to protect and enhance the character of the site and wider Burntwood Town Centre and settlement as a whole. The development proposes a building of substandard design, featuring walls of notable proportions which fail to be broken up by interesting and necessary architectural detailing, other than contrasting brickwork. This results in bland, expansive elevations which, in highly visible locations, have poor masonry to opening ratios, resulting in featureless, imbalanced walls that will detract from the quality of the public realm within this important strategic location. The development is therefore considered to conflict with policies Core Policy 3 (Delivering Sustainable Development) and Policy BE1 (High Quality Development) of the Lichfield District Local Plan Strategy, Policies B1 (Burntwood Town Centre) and Policy B5 (Enhancing the identity and distinctiveness of local neighbourhoods) of the 'Made' Burntwood Neighbourhood Plan 2015, and Section 12 (Para 135) of the National Planning Policy Framework.
- c. The development, by virtue of being supported by deficient information concerning noise impacts, fails to demonstrate that it would not harmfully disrupt the amenities of neighbouring residential properties. The accompanying noise impact assessment is deficient in information that is necessary to ascertain whether the development can be constructed and implemented as proposed without resulting in unacceptable noise levels and disturbances being experienced by residents of the proposed apartment complex. Therefore, the development fails to comply with Core Policy 3 (Delivering Sustainable Development) and Policy BE1 (High Quality Development) of the Lichfield District Local Plan Strategy and Section 12 (Para 135(f)) of the National Planning Policy Framework.
- d. The development, by virtue of being supported by deficient information concerning flood risk mitigation and drainage, fails to demonstrate that an acceptable flood risk mitigation and drainage strategy can be achieved that does not risk the safety and well-being of the existing site or residents in dwellings and occupiers of businesses in the immediate vicinity of the site. The accompanying flood risk and drainage information is deficient in various essential, pre-determinative information that is necessary to enable the Council to appraise the risks of harm to neighbouring residents and the existing business and confirm a satisfactory flood risk mitigation and drainage scheme is achievable. Therefore, the development fails to comply with Core Policy 3 (Delivering Sustainable Development) of the Lichfield Local Plan Strategy and Section 14 (Para 173(b & c)) of the National Planning Policy Framework.
- e. The development would result in harm to the integrity of the Cannock Chase Special Area of Conservation through additional recreational pressure arising from the scheme. In the absence of bespoke mitigation or a signed Unilateral agreement to secure necessary financial mitigation towards the Cannock Chase Special Area of Conservation Delivery Implementation Plans (DIPs) the harm is unacceptable and the development fails to conform with Policies CP13 (Our Natural Resources) and NR7 (Cannock Chase Special Area of Conservation) of the Lichfield Local Plan Strategy, the Developer Contributions SPD, the Conservation of Habitats and Species Regulations 2017 and the National Planning Policy Framework.

### **36. PLANNING APPLICATIONS**

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

|     |              |             |                                                 |                                                                                                                                                                                                                 |
|-----|--------------|-------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | 24/01042/FUH | Gorstey Ley | Mr Hartshorne<br>17 Lichfield Road<br>Burntwood | Erection of rear second storey extension above existing dining room, replacement of existing rear flat roof, installation of DPC render and cedar type cladding to first floor front, side, and rear elevations |
|-----|--------------|-------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection.

|     |              |           |                                          |                                                                                                          |
|-----|--------------|-----------|------------------------------------------|----------------------------------------------------------------------------------------------------------|
| (b) | 24/01084/FUH | Chasetown | Mr Rudge<br>97 Baker Street<br>Burntwood | Retention of garden re-sculpture, timber retaining wall and raised brick plinth to existing sloping lawn |
|-----|--------------|-----------|------------------------------------------|----------------------------------------------------------------------------------------------------------|

No objection.

|     |              |               |                                                                                          |                              |
|-----|--------------|---------------|------------------------------------------------------------------------------------------|------------------------------|
| (c) | 24/01096/FUL | Chase Terrace | Burntwood Town Council<br>Chase Terrace Community Centre<br>Princess Street<br>Burntwood | Single storey side extension |
|-----|--------------|---------------|------------------------------------------------------------------------------------------|------------------------------|

No comment.

|     |              |           |                                                      |                                                                          |
|-----|--------------|-----------|------------------------------------------------------|--------------------------------------------------------------------------|
| (d) | 24/01083/COU | Highfield | Mr Gumbley<br>Land adj 238 Chorley Road<br>Burntwood | Change of use of land from equestrian to residential use (retrospective) |
|-----|--------------|-----------|------------------------------------------------------|--------------------------------------------------------------------------|

OBJECTION. Members felt that the change of use of the land from equestrian to residential use would detract from the openness, character and permanence of the Green Belt.

|     |              |                       |                                                |                                                                                                                                                                                |
|-----|--------------|-----------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (e) | 24/01087/PNH | Boney Hay and Central | Mr Freeman<br>58 Highfield Avenue<br>Burntwood | Prior Notification: single storey rear extension projecting 3.72m from the rear wall of the original dwelling and reaching a maximum height of 2.75m and eaves height of 2.40m |
|-----|--------------|-----------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection.

|     |              |                       |                                             |                                                                                                                               |
|-----|--------------|-----------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| (f) | 24/01115/FUH | Boney Hay and Central | Ms Kennedy<br>37 Lebanon Grove<br>Burntwood | Erection of a single storey side extension connecting existing garage to main dwelling and installation of a front bay window |
|-----|--------------|-----------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|

No objection in principle however due to the increase in bedrooms the Local Planning Authority to ensure that adequate cycle racks and parking is provided.

|     |              |           |                                                                                    |                                                                                                                                                                                                                                                                            |
|-----|--------------|-----------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (g) | 24/01097/FUL | Chasetown | Motor Fuel Group<br>Morrisons Petrol Filling Station<br>Milestone Way<br>Burntwood | Extension to the existing petrol filling station's sales building, demolition of existing jet wash and car wash and the creation of charging zone, erection of EV chargers, jet wash bays, sub-station enclosure, LV panel, meter cabinet, plant room and associated works |
|-----|--------------|-----------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection.

|     |              |           |                                                                                         |                                                                                  |
|-----|--------------|-----------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| (h) | 24/01131/ADV | Chasetown | Mr Anderson<br>Trelleborg<br>Unit C1-C3<br>Chase Trade Park<br>Cannel Road<br>Burntwood | Installation of 2 no. external illuminated fascia signage lettering 'Trelleborg' |
|-----|--------------|-----------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|

No objection in principle subject to the luminance of the light sources not exceeding 600 cd/m2.

|     |              |               |                                             |                                                                                                                                                                                |
|-----|--------------|---------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i) | 24/01118/PNH | Chase Terrace | Mr Anderson<br>13 Water Street<br>Burntwood | Prior Notification: single storey rear extension projecting 3.60m from the rear wall of the original dwelling and reaching a maximum height of 2.80m and eaves height of 2.80m |
|-----|--------------|---------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection.

- |     |              |           |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----|--------------|-----------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (j) | 24/01177/FUL | Chasetown | Walsall Housing Group<br>Land South of<br>Milestone Way<br>Burntwood | Application<br>under section<br>106a of The<br>Town and<br>Country<br>Planning Act<br>1990 to vary the<br>affordable<br>housing<br>obligation<br>(clause 5 of<br>Schedule 2) set<br>out in the<br>Section 106<br>agreement of<br>application<br>16/00666/OUTM<br>dated 28<br>September 2017<br>(Plots : 1-9<br>(inclusive), Daker<br>House and 1-4<br>(inclusive) Evans<br>House, Buckley<br>Way |
|-----|--------------|-----------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

OBJECTION. The original application was approved on the basis of the information provided and Members felt that a precedent would be set if, to vary the affordable housing obligation, is approved.

- |     |              |                                                                         |                                                                                                          |
|-----|--------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| (k) | 24/01170/CLE | Store Box Self Storage Limited<br>Land adjacent Plant Lane<br>Burntwood | Certificate of<br>lawfulness<br>(Existing): Use<br>class B8<br>including<br>storage within<br>containers |
|-----|--------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

OBJECTION until further information is provided (in order to make a valid decision) such as how many containers will be located on the site and how they are to be stacked.

### **37. CHASE TERRACE ROAD SIGN**

Councillor Flanagan informed Members that earlier in the year the Town Council had replaced the letter "C" on the Chase Terrace sign at the top of Ironstone Road however a constituent had reported that the letter "E" is now missing. Councillor Flanagan explained that Lichfield District Council have committed to undertaking works to tidy up and make improvements to some of the retail areas over the coming months funded by UK Shared Prosperity Funds. He confirmed that Lichfield District Council's Leadership Team had approved the deliverables of the High Street Improvements Project which includes the replacement of the Chase Terrace sign.

Members were informed that the design of the new sign was still awaited as the Deputy Clerk had asked the Town Centres Manager (Burntwood and Lichfield) if the

replacement sign would be 'like for like' or if the Town Council could have their logo etc on the sign.

**RESOLVED** That the information be received and noted.

*(Post Note dated 12.11.24 from the Town Centres Manager (Burntwood and Lichfield)- unless agreed otherwise, the plan will be to replace like for like. The only addition I was asked to look at is if we can hang baskets/flowers from the signs).*

**38. BuRRT UPDATE**

Councillor P Taylor felt that the majority of the tasks undertaken by the Burntwood Response and Repair Team (BuRRT) were associated with the Old Mining College Centre building maintenance. Councillor D Ennis explained that some of the work undertaken by BuRRT were a two-person task, this avoiding the need to appoint outside contractors. Councillor P Taylor acknowledged that some savings would have been made and it was **agreed** that the Town Clerk be asked to provide information regarding savings made (ballpark figure).

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

(The Meeting closed at 6.37 pm)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE  
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,  
BURNTWOOD ON WEDNESDAY 11 DECEMBER 2024 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor P Taylor (in the Chair)  
Councillors Bacon, D Ennis, L Ennis, Hancox and Willis-Croft

**In attendance**

Ms Minor, Deputy Clerk

**STANDING ORDER 1. – MEETING O)**

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

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

**PUBLIC FORUM**

No questions were raised by members of the public.

**39. APOLOGIES FOR ABSENCE**

Councillor Bullock (Work Commitments)  
Councillor Flanagan (Work Commitments)  
Councillor Gittings (Personal Reasons)  
Councillor S Taylor (Unwell)

The reasons for the apologies were approved.

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

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

**41. MINUTES**

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

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

**RESOLVED** That the Minutes of the Planning and Development Committee Meeting held on 11 November 2024 (Minute Nos. 32-38) be approved as a correct record.

#### **42. INFORMATION FROM THE MINUTES**

There was no information from the Minutes.

#### **43. PLANNING APPLICATIONS**

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

- |     |              |           |                                          |                                                                                                                                                                             |
|-----|--------------|-----------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | 24/01183/PNH | Highfield | Ms Smith<br>4 Farewell Lane<br>Burntwood | Prior Notification: Two storey rear extension projecting 3.73m from the rear wall of the original dwelling and reaching a maximum height of 5.05m and eaves height of 4.75m |
|-----|--------------|-----------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection.

- |     |              |           |                                         |                                                          |
|-----|--------------|-----------|-----------------------------------------|----------------------------------------------------------|
| (b) | 24/01227/CLE | Chasetown | Mrs Yates<br>4 Howdle Road<br>Burntwood | Certificate of Lawfulness (Existing): Retention of porch |
|-----|--------------|-----------|-----------------------------------------|----------------------------------------------------------|

No objection.

- |     |              |           |                                                                   |                                                                                    |
|-----|--------------|-----------|-------------------------------------------------------------------|------------------------------------------------------------------------------------|
| (c) | 24/01015/FUL | Chasetown | Nick & Stuart Property Ltd<br>Rear of 13 High Street<br>Chasetown | Demolition of existing storage buildings and erection of 3 no. 1 bedroom bungalows |
|-----|--------------|-----------|-------------------------------------------------------------------|------------------------------------------------------------------------------------|

OBJECTION. Members felt that there is already inadequate parking provision around the site and this needed to be addressed and the applicant has failed to demonstrate an appropriate cycle storage facility.

- |     |              |               |                                                    |                                                                        |
|-----|--------------|---------------|----------------------------------------------------|------------------------------------------------------------------------|
| (d) | 24/01248/FUH | Chase Terrace | Mr and Mrs Reynolds<br>25 Gullick Way<br>Burntwood | Erection of a ground floor rear extension and installation of skylight |
|-----|--------------|---------------|----------------------------------------------------|------------------------------------------------------------------------|

No objection.

- |     |              |               |                                                                             |                                                                                                                                                                                |
|-----|--------------|---------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (e) | 24/01252/PNH | Chase Terrace | Mr and Mrs Bradshaw<br>Bleak House Farmhouse<br>Ironstone Road<br>Burntwood | Prior Notification: single storey rear extension projecting 7.90m from the rear wall of the original dwelling and reaching a maximum height of 3.50m and eaves height of 2.60m |
|-----|--------------|---------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

OBJECTION. The proposed development represents inappropriate development in the Green Belt by virtue of its size, design, and massing.

- |     |               |                  |                                                                             |                                                                                                            |
|-----|---------------|------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| (f) | 24/01253/PNHF | Chase<br>Terrace | Mr and Mrs Bradshaw<br>Bleak House Farmhouse<br>Ironstone Road<br>Burntwood | Prior Notification<br>(Additional Storey):<br>Erection of upward<br>extension to existing<br>dwellinghouse |
|-----|---------------|------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

Members raised concerns regarding this application (taken in conjunction with planning application 24/01252/PNH) and the Local Planning Authority must satisfy themselves that the additional storey will not result in overdevelopment in the Green Belt and that the proposed creation of a first-floor extension would not represent a substantial increase in the volume over and above that of the original building, such that it would constitute a disproportionate addition.

- |     |              |             |                                                 |                                                                     |
|-----|--------------|-------------|-------------------------------------------------|---------------------------------------------------------------------|
| (g) | 24/01282/FUH | Gorstey Ley | Mr and Mrs Davis<br>32 Church Road<br>Burntwood | Erection of a single<br>storey side extension to<br>existing garage |
|-----|--------------|-------------|-------------------------------------------------|---------------------------------------------------------------------|

No objection.

- |     |              |                  |                                                |                                                                                     |
|-----|--------------|------------------|------------------------------------------------|-------------------------------------------------------------------------------------|
| (h) | 24/00705/FUL | Chase<br>Terrace | Mr Morrell<br>24 Holly Grove Lane<br>Burntwood | Amendment – Erection<br>of a 1 bedroom<br>detached dwelling and<br>associated works |
|-----|--------------|------------------|------------------------------------------------|-------------------------------------------------------------------------------------|

OBJECTION. The proposed development will, due to its siting and location, have a detrimental impact on the street scene. It will reduce the openness and amenity of the location thus changing the open plan character of the street. Due to the location on the corner of the road opposite a school, there is concern regarding the impact of visibility for drivers travelling round the corner when the road is busy with pedestrians during school run times. Members felt that the plans provided were not of a suitable standard.

#### 44. BuRRT UPDATE

Councillor D Ennis felt that BuRRT played an integral part during storm Darragh as the storm had caused considerable damage to the wall at Coulter Lane Cemetery.

Following Councillor P Taylor's previous comments (Minute No. 38 – 11 November 2024) it was **agreed** that Councillor P Taylor would follow up the matter with the Town Clerk.

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

(The Meeting closed at 6:20 pm)

Signed .....

Date .....