



The Old Mining College
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Our Ref: SL/JM

16 January 2025

To: All Members of the Policy and Resources Committee

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

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet on **Thursday 23 January 2025 at 6:00 pm** in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely

Steve Lightfoot
Town Clerk

PUBLIC FORUM

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

3. MINUTES

To approve as a correct record the Minutes of a meeting of the Policy and Resources Committee held on 06 November 2024 (Minute Nos. 23-37) **(ENCLOSURE NO. 1)**.

4. SCHEDULE OF PAYMENTS

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

5. WORKS PROGRAMME

Councillors are asked to review the works programme **(ENCLOSURE NO. 3)**.

6. 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.

7. INTERNAL AUDIT 2024-25

See Confidential Report **(ENCLOSURE NO. 4)**.

PUBLIC FORUM

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

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 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

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
1	28	10	24		MB Office Systems Limited	Photocopier Charges for Mono & Colour [Billing Period Sept-24]	DD	107/4211	115.13	23.02	138.15
2	01	11	24		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
3	06	11	24		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
4	12	11	24		EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	52.58	10.52	63.10
5	15	11	24			Employee Costs Month 8	BACS	107/4019 & 104/4019	14,987.52	0.00	14,987.52
6	15	11	24			LGPS Month 8	BACS	107/4019 & 104/4019	5,887.96	0.00	5,887.96
7	15	11	24			NI/PAYE Month 8	BACS	107/4019 & 104/4019	5,347.91	0.00	5,347.91
8	15	11	24		G E Collis and Sons Limited	Decking Oil, Hose Connector, Brushes	BACS	104/4056	45.89	9.18	55.07
9	15	11	24		G E Collis and Sons Limited	Bitumen Paint, Bevel Square, Engineers Square, Brushes	BACS	104/4056	64.04	12.81	76.85
10	15	11	24		G E Collis and Sons Limited	Box Screws, Saw, Shed Felt, Loglap Offcuts, Bulbs, Clips	BACS	104/4056	237.80	47.49	285.29
11	15	11	24		G E Collis and Sons Limited	Cutters, 'H' Wood Moulding	BACS	104/4056	55.50	11.09	66.59
12	15	11	24		G E Collis and Sons Limited	Wire Mesh Panel, Valve Bolts, Staples	BACS	104/4056	36.74	7.35	44.09
13	15	11	24		G E Collis and Sons Limited	Bitumen Mastic, Felt, Gloves, Brushes	BACS	104/4056	47.04	9.41	56.45
14	15	11	24		G E Collis and Sons Limited	Hook on Plates, Cabin Hook, Tie Down Hook, Handsaw	BACS	104/4056	86.87	17.36	104.23
15	15	11	24		Screwfix	Easydrive Security Starpin	BACS	104/4056	2.18	0.43	2.61
16	15	11	24		Screwfix	Bosch Screwdriver Bit Set	BACS	104/4056	8.61	1.72	10.33
17	15	11	24		Screwfix	255mm Mitre Saw	BACS	212/4766	166.66	33.33	199.99
18	15	11	24		Screwfix	265mm Drill Press and Screwdriver Set	BACS	212/4766	97.82	19.56	117.38
19	15	11	24		Screwfix	Screws and Quicksilver 12 x 4"	BACS	104/4056	16.65	3.32	19.97
20	15	11	24		inLIFE Design Limited	Website Package, Security Updates, Hosting & Backups Oct 24	BACS	108/4171	229.00	45.80	274.80
21	15	11	24		Middleton Tree Services Limited	Burntwood Cemetery - Tree Work	BACS	401/4864	2,920.00	584.00	3,504.00
22	15	11	24		J & M Electrical Supplies	Socket Tester Plug In, Screwdriver, Utility Knife	BACS	203/4260	34.00	6.80	40.80
23	15	11	24		Sage	Payroll 01.11.24 to 30.11.24	DD	107/4139	8.00	1.60	9.60
24	15	11	24		Blufame Design Limited	Community Centre - Logo	BACS	108/4171	130.00	26.00	156.00
25	15	11	24		Yee Group Limited	OMCC Fire Alarm System Routine Service	BACS	104/4056	243.85	48.77	292.62
26	15	11	24		Octopus Energy	OMCC Gas & Electric (period 02 October 24 to 03 Nov 24)	DD	104/4055	1,456.99	291.40	1,748.39
27	15	11	24		Viking	A4 Paper, A4 Laminated Sheets, Storage Boxes	BACS	107/4211	169.28	33.86	203.14
28	20	11	24		One Stop	Xmas Presents - Event 30.11.24	CARD	213/4262	625.00	125.00	750.00
29	20	11	24		Gritbins.net	Grit Bin	CARD	211/4754	56.25	11.25	67.50
30	22	11	24		One Stop	Wrapping Paper	CARD	213/4262	12.50	2.50	15.00

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
31	25	11	24		MB Office Systems Limited	Photocopier Charges for Mono & Colour [Billing Period Oct-24]	DD	107/4211	118.64	23.73	142.37
32	27	11	24		Morrisons	Refreshments for Event on 30.11.24	CARD	213/4262	24.50	1.50	26.00
33	29	11	24		Cathedral Leasing Limited	OMCC Supply of Hygiene Services (Quarterly)	BACS	104/4059	84.48	16.90	101.38
34	29	11	24		Pat Collins Limited	Wakes 24 - Funfair Rides	BACS	213/4390	6,380.00	0.00	6,380.00
35	29	11	24		TechCare Limited	Monthly IT Support	BACS	107/4139	854.83	170.97	1,025.80
36	29	11	24		Table Tennis Club	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
37	29	11	24		Lichfield Community Media CIC	Lichfield & Burntwood Independent Full Page 14.11.24	BACS	108/4171	252.00	0.00	252.00
38	29	11	24		Forvis Mazars LLP	Audit for year ended 31 March 2024	BACS	107/4234	1,365.00	273.00	1,638.00
39	29	11	24		The Stambridge Group Limited	Cemetery - Open and Close October 2024	BACS	401/4863	272.00	54.40	326.40
40	29	11	24		Focus Group	Monthly Line Rental	DD	107/4057	167.91	33.58	201.49
41	29	11	24		G E Collis and Sons Limited	Pointed Stakes, Padlock, Chain, Gaffa Tape	BACS	104/4056	38.08	7.62	45.70
42	01	12	24		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
43	05	12	24		Amazon	Slim Pedal Kitchen Bin	CARD	104/4056	16.66	3.33	19.99
44	06	12	24		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
45	10	12	24		VistaPrint	Christmas Cards	CARD	107/4059	20.64	4.14	24.78
46	11	12	24		Land Registry	Land Search - Plant Lane	CARD	107/4059	14.00	0.00	14.00
47	12	12	24		EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	52.58	10.52	63.10
48	13	12	24			Employee Costs Month 9	BACS	107/4019 & 104/4019	12,514.66	0.00	12,514.66
49	13	12	24			LGPS Month 9	BACS	107/4019 & 104/4019	4,774.14	0.00	4,774.14
50	13	12	24			NI/PAYE Month 9	BACS	107/4019 & 104/4019	3,929.95	0.00	3,929.95
51	13	12	24		The Best Fun Limited	Xmas Event 30.11.24 - Snow Globe	BACS	213/4262	470.00	94.00	564.00
52	13	12	24		E.on	Highway Lighting Maintenance & Energy 2024/2025	BACS	201/4055 & 201/4241	1,313.88	262.78	1,576.66
53	13	12	24		Staffordshire Pest Control Limited	OMCC Pest Control (period 25.10.24 to 23.01.25)	BACS	104/4056	60.00	12.00	72.00
54	13	12	24		Members of Burntwood	Better Burntwood Fund	BACS	302/4416	375.00	0.00	375.00
55	13	12	24		Central Cherry Picker Services Ltd	Burntwood Tree Lights	BACS	203/4260	220.00	0.00	220.00
56	13	12	24		inLIFE Design Limited	Website Package, Security Updates, Hosting & Backups Nov 24	BACS	108/4171	229.00	45.80	274.80
57	13	12	24		Screwfix	AA & AAA Batteries & Workwear (Hats, Gloves, Socks)	BACS	107/4059 & 104/4056	62.07	12.43	74.50
58	13	12	24		Screwfix	Impact Torsion Driver Bits, Push-Fit Pipe 15mm x 3m	BACS	104/4056	44.95	8.98	53.93
59	13	12	24		Screwfix	Workwear (Gloves)	BACS	107/4059	4.16	0.83	4.99
60	13	12	24		Screwfix	Screwdriver Bits, 360" Moisture Absorber	BACS	214/4764	26.06	5.21	31.27
61	13	12	24		G E Collis and Sons Limited	LED Floodlight, Euro Cylinder and Torch	BACS	104/4056	38.13	7.62	45.75
62	13	12	24		G E Collis and Sons Limited	4m Cut Chain	BACS	211/4754	8.16	1.64	9.80
63	13	12	24		G E Collis and Sons Limited	Items for OMCC Garden	BACS	104/4056	67.82	13.57	81.39
64	13	12	24		G E Collis and Sons Limited	Silicone Gun & Silicone, Ballast & Cement	BACS	214/4764 & 104/4056	58.62	11.70	70.32

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
65	13	12	24		G E Collis and Sons Limited	Pointed Stakes & Brushes, Halogen Heater	BACS	203/4260 & 104/4056	49.80	9.97	59.77
66	13	12	24		G E Collis and Sons Limited	Empty Bulk Bags	BACS	212/4766	12.51	2.49	15.00
67	13	12	24		G E Collis and Sons Limited	Dehumidifier Crystals, Rubble Sacks, Scraper	BACS	214/4764 & 104/4056	10.93	2.15	13.08
68	13	12	24		Burntwood Repair and Share Café	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
69	13	12	24		J.W.S. Design & Landscapes	Cemetery - Returfing of Graves	BACS	401/4864	50.00	0.00	50.00
70	13	12	24		Spark (Burntwood) CIC	Warmer Welcome	BACS	211/4754	1,000.00	0.00	1,000.00
71	13	12	24		Active 60's Group	Better Burntwood Fund	BACS	302/4416	360.00	0.00	360.00
72	13	12	24		Clean All (Windows) Limited	OMCC Window Cleaning November 24	BACS	104/4059	89.70	17.94	107.64
73	13	12	24		Claret Duo	Xmas Event - 30.11.24	BACS	213/4262	75.00	0.00	75.00
74	13	12	24		J&B Medical & Security Services	Xmas Event - 30.11.24 - First Aid	BACS	213/4262	180.00	0.00	180.00
75	13	12	24		Octopus Energy	OMCC Gas & Electric (period 04.11.24 to 26.11.24)	DD	104/4055	1,349.77	269.96	1,619.73
76	13	12	24		Pat Collins Funfairs	Xmas Event - 30.11.24 - Childrens Ride	BACS	213/4262	400.00	0.00	400.00
77	13	12	24		Pat Collins Funfairs	Xmas Event - 30.11.24 - Miami Ride	BACS	213/4262	3,000.00	0.00	3,000.00
78	13	12	24		Seventeen43 Limited	Xmas Event - 25.11.24 - Event Management	BACS	213/4262	210.00	0.00	210.00
79	13	12	24		Seventeen43 Limited	Xmas Event - 30.11.24 - Event Management	BACS	213/4262	450.00	0.00	450.00
80	13	12	24		Roadtech Limited	Xmas Event 30.11.24 - Road Closure	BACS	213/4262	847.50	169.50	1,017.00
81	13	12	24		CPC	Jumbo Toilet Rolls	BACS	104/4059	46.56	9.31	55.87
82	13	12	24		Berts and Gerts Limited	Xmas Event 30.11.24 - Market	BACS	213/4262	2,221.00	444.20	2,665.20
83	13	12	24		Sage	Payroll 01.12.24 to 31.12.24	DD	107/4139	8.00	1.60	9.60
84	13	12	24		A Knox	Items purchased from Temu - Tools	BACS	104/4056 & 212/4766	67.33	0.00	67.33
85	16	12	24		Amazon	Fairy Lights Battery Operated - Boney Hay Xmas Tree	CARD	203/4260	20.82	4.16	24.98
86	20	12	24		Lloyds Bank	Petty Cash Top Up	CARD	107/4059	100.00	0.00	100.00
87	20	12	24		Lloyds Bank	Cash Fee	CARD	107/4059	2.50	0.00	2.50
88	25	12	24		MB Office Systems Limited	Photocopier Charges for Mono & Colour [Billing Period Nov-24]	DD	107/4211	99.20	19.84	119.04
89	27	12	24		Focus Group	Monthly Line Rental	DD	107/4057	167.91	33.58	201.49
90	31	12	24		HSS ProService Limited	OMCC - Collection of the digger	BACS	104/4056	31.00	6.20	37.20
91	31	12	24		WEL Medical Limited	Defib Pads	BACS	214/4764	246.75	49.35	296.10
92	31	12	24		Lichfield Community Media CIC	Lichfield & Burntwood Independent Quarter Page 12.12.24	BACS	108/4171	63.00	0.00	63.00
93	31	12	24		G E Collis and Sons Limited	Timber	BACS	104/4056	44.00	8.80	52.80
94	31	12	24		Viking	Diary, A4 Paper, Large/Medium Disposable Gloves	BACS	107/4211 & 213/4262	32.97	6.59	39.56
95	31	12	24		Festival Glitter and Henna	Xmas Events - Face Glitter	BACS	213/4262	200.00	0.00	200.00
96	31	12	24		The Stambridge Group Limited	Cemetery - Open & Close November 2024	BACS	401/4863	306.00	61.20	367.20
97	31	12	24		J.W.S. Design and Landscapes	Cemetery - Box Mowing (period 19.04.24 - 04.12.24)	BACS	401/4864	4,446.00	0.00	4,446.00
98	31	12	24		Screwfix	Broom	BACS	212/4766	14.16	2.83	16.99

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
99	31	12	24		Lichfield District Council	2 x 2025 Garden Waste Permits	BACS	104/4059	82.00	0.00	82.00
100	31	12	24		Middleton Tree Services Limited	Coulter Lane Cemetery - Tree Works following storm	BACS	209/4241	800.00	160.00	960.00
101	01	01	25		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
102	06	01	25		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
103	12	01	25		EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	52.58	10.52	63.10
104	15	01	25			Employee Costs Month 10	BACS	107/4019 & 104/4019	12,435.66	0.00	12,435.66
105	15	01	25			LGPS Month 10	BACS	107/4019 & 104/4019	4,774.14	0.00	4,774.14
106	15	01	25			NI/PAYE Month 10	BACS	107/4019 & 104/4019	3,909.35	0.00	3,909.35
107	15	01	25		G E Collis and Sons Limited	Rail Post and Wheelbarrow	BACS	104/4056	81.63	16.32	97.95
108	15	01	25		G E Collis and Sons Limited	Silicone, Sealant, Multi-Tool	BACS	104/4056	28.61	5.70	34.31
109	15	01	25		G E Collis and Sons Limited	Bulk Top Soil	BACS	401/4863	161.66	32.34	194.00
110	15	01	25		inLIFE Design Limited	Website Package, Security Updates, Hosting & Backups Dec 24	BACS	108/4171	229.00	45.80	274.80
111	15	01	25		J&M Electrical Supplies	Items for Electric Boxes for Xmas Tree Lights	BACS	203/4260	238.50	47.70	286.20
112	15	01	25		Source for Business	Cemetery - Water Charges	BACS	401/4863	53.46	0.00	53.46
113	15	01	25		Source for Business	OMCC - Water and Sewerage Charges	BACS	104/4023	782.12	0.00	782.12
114	15	01	25		Stannah Lift Services Limited	OMCC Lift (period 28.12.24 to 27.03.25)	BACS	104/4056	89.35	17.87	107.22
115	15	01	25		British Gas	Community Centre - Gas (period 22.11.24 to 22.12.24)	BACS	502/4055	28.29	1.42	29.71
116	15	01	25		Octopus Energy	OMCC Gas & Electric (period 30.11.24 to 01.01.25)	DD	104/4055	2,031.24	406.24	2,437.48
117	15	01	25		Sage	Payroll 01.05.25 to 31.01.25	DD	107/4139	8.00	1.60	9.60
118	18	01	25		BNP Paribas Leasing Solutions	Lease of Photocopier	DD	107/4211	100.63	20.13	120.76
									110,124.11	4,345.13	114,469.24

PETTY CASH SPEND

<u>DATE</u>	<u>ITEM</u>	<u>SPEND</u>	<u>CASH OUT BANK</u>
22.10.24	Bin Bags	£1.98	
19.11.24	Picture Frames	£45.98	
25.11.24	Refreshments - Xmas Event 25.11.24	£6.00	
28.11.24	Wrapping Paper - Xmas Event 30.11.24	£5.00	
04.12.24	Christmas Cards	£28.73	
20.12.24	Petty Cash Top Up		£100.00
	Balance	£130.85	

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
1.	Brighter Burntwood. <i>Planters, wildflowers, hanging baskets, traffic islands</i>	December 24	Larks Rise Community Woodland January 2022 Facilitate woodland planting and maintenance in a agreement with partners	On-going. Local company has agreed to fund maintenance. Staff have kept a close eye on the site, and cleared some weeds etc Met with LDC officers and Mercian Labels MD. Discussed options. Awaiting costs from LDC. Replanting window March / April 2025 <i>Awaiting updates on costs from LDC. Verbal report to this meeting from Town Clerk.</i>	Spring 2025 Spring 2025	Steve Lightfoot	Cllr Norman
2.	Restoration of Finger Posts – to examine the possibility of restoring the three historic finger posts in the Parish of Burntwood	01 December 2022 17.04.24	The Town Council adopt the fingerposts [namely corner of Farewell Lane, Junction of Hospital Road and Junction of Coulter Lane] and use in-house resource to refurbish them in place, by cleaning, removing rust and repainting at a cost of approximately £1,000.	<i>Still ongoing. Assessment of the state of the posts has been carried out.</i> <i>Work started on the repairing/refurbishing as stated.</i> <i>Low priority for use of resource. Work is weather dependent.</i> <i>2 finger posts restored to great effect. 3 is in significant disrepair, Staff are considering viable plan.</i> <i>Third post is not in a viable state to repair economically.</i>	April 2024	Steve Lightfoot	Cllr Woodward

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
3.	Larks Rise Community Woodland	January 2022	Facilitate woodland planting and maintenance in agreement with partners	<i>On-going. Local company has agreed to fund maintenance. Staff have kept a close eye on the site, and cleared some weeds etc Met with LDC officers and Mercian Labels MD. Discussed options. Awaiting costs from LDC. See Brighter Burntwood</i>	Replant March / April 2025 On going.	Steve Lightfoot	Cllr Norman
4.	Chase Terrace Community Centre	Purchased December 2023	Bring former church into use as Community Centre	<i>Purchase completed 2023. Successful grant application March 2024. Appointed contractors May 2024. Work Commencing Aug 2024 Planning permission approved. Work re-commencing on site. Verbal report from Cllr Ennis.</i>	Opening event January - March 2025	Steve Lightfoot	Cllr D Ennis

January 2025 Completed items.

On-going items / cancelled items

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

BTC Comms Strategy / Values	Adopted		Brighter Burntwood	Phase 1 planting scheme agree. Implemented in planting season Spring 2025
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