



The Old Mining College
Queen Street
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Our Ref: SL/JM

10 March 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 **Monday 17 March 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 23 January 2025 (Minute Nos. 38-44) **(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. CEMETERY RULES AND REGULATIONS

Members are asked to approve the Cemetery Rules and Regulations following a review of the Regulations by the Committee on 06 November 2024 **(ENCLOSURE NO. 4)**.

7. BURNTWOOD PLACE MAKING AND CULTURAL STRATEGY

Following the presentation given at Full Council on 20 January 2025, Members are asked to consider the recommendations contained in the report and make a recommendation to Full Council **(ENCLOSURE NO. 5)**.

8. CHASE TERRACE COMMUNITY CENTRE – PROPOSED ROOM HIRE CHARGES 2025/26

Following consultation with user groups, Members are asked to note the content of the report and consider the recommendations contained in the report **(ENCLOSURE NO. 6)**.

9. RENEWAL OF STAFFORDSHIRE PARISH COUNCIL ASSOCIATION AND NALC MEMBERSHIP

Members are asked to note the content of the report and consider the recommendations contained in the report **(ENCLOSURE NO. 7)**.

10. BRIGHTER BURNTWOOD – SPRING PLANTING

Members are asked to note the content of the report and consider options and approve associated costs **(ENCLOSURE NO. 8 AND APPENDIX A)**.

11. LICHFIELD AND BURNTWOOD INDEPENDENT – ADVERTISEMENT PROPOSAL

Members are asked to note the content of the report and approve the expenditure **(ENCLOSURE NO. 9)**.

12. 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.

13. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of a meeting of the Policy and Resources Committee held on 23 January 2025 (Minute Nos. 43-44) **(ENCLOSURE NO. 10 - PINK)**.

PUBLIC FORUM

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

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON THURSDAY 23 JANUARY 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Norman (in the Chair)
Councillors Banevicius, Evans, Hancox, P Taylor, and Tranter

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

38. APOLOGIES FOR ABSENCE

Councillor Bacon (Unwell)
Councillor D Ennis (Attending a Business Networking Event)
Councillor Galvin (Unwell)
Councillor Wittstock (Unwell)
Councillor Woodward (Unwell)

The reasons for the apologies were approved.

39. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

40. 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 20 January 2025.

Following a unanimous show of hands it was

RESOLVED That the Minutes of the Policy and Resources Committee held on 06 November 2024 (Minute Nos. 23-37) be approved as a correct record.

41. SCHEDULE OF PAYMENTS

Councillor Banevicius referred to payment no. 8 and payment no. 48 and asked for clarification on why there were different amounts being paid in accordance with employee costs. The Town Clerk confirmed that payment no. 8 included the pay agreement.

Referring to the petty cash spend, Councillor Norman referred to the payment made in respect of Christmas cards and Councillor Tranter referred to the payment made in respect of the picture frame. The Town Clerk confirmed that the Christmas cards

were sent to potential sponsors and the picture frame was in respect of the Burntwood Town Council Student Award in memory of Stephen Sutton MBE and the portrait which had been drawn of Stephen by Scarlett Crompton, one of the winners of the Award which is on display in the corridor at the Old Mining College Centre.

RESOLVED That the schedule of payments from 28 October 2024 to 18 January 2025 in the sum of £114,469.24 and the Petty Cash Spend from 22 October 2024 to 20 December 2024 be approved and noted.

42. WORKS PROGRAMME

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

Brighter Burntwood

Referring to Minute No. 17 – 11 September 2024 and Minute No. 28 – 06 November 2024, Councillor Norman asked why the quotation for the three-tier planters which the Town Clerk had been asked to source on the 11th of September last year but that he had asked staff had only been asked to obtain the quotations last week. The Town Clerk said that he had asked staff some time ago but had had to chased them up.

The Town Clerk confirmed that a quotation had been received on 20 January 2025 for a self-watering floral fountain with tiers in the sum of £464.50 plus VAT. If the planter were still in situ at the Library, he confirmed that BuRRT would need to remove this.

The Town Clerk confirmed that he had met with Mr Gary Brownridge, from Lichfield District Council's Parks Service, in order to establish a 'impactable' Brighter Burntwood. Referring to Minute No. 17 – 11 September 2024, the Town Clerk reminded Members that they had previously agreed that the wildflower meadow at Sister Dora Avenue be maintained after the seed drops, and if necessary, add more suitable seeds to increase the chance of improving colour, and winter maintenance to make sure the flowers can thrive. Other sites were being investigated.

In the meeting he had had with Mr Brownridge, the Town Clerk explained that he was awaiting a quotation from Mr Brownridge regarding planting of bedding plants by the Town Council's welcome signage located by the Star Pub. He confirmed that a 'licence to plant', for which there is a fee, would be applicable on all land owned by Staffordshire County Council. The Town Clerk stated that a further report with detailed costs would be presented to the next Policy and Resources Committee scheduled for 17 March 2025 for Members consideration.

Referring to Minute No. 28 – 06 November 2024, the Town Clerk confirmed that he together with Councillor Norman had met with the managing director of Mercian Labels Limited in respect of the Larks Rise Community Woodland. He confirmed that the majority of the saplings had failed and he was awaiting a quotation from Mr Brownridge for the installation of more mature trees. Referring to Minute No. 84 – Town Council Meeting 16 November 2021, where it was resolved that the sponsorship offer would cover the maintenance of the woodland planting over the five-year establishment period. During this period, the trees would be weeded and watered and any loses replaced, the Town Clerk confirmed that he was still awaiting confirmation from Mercian Labels Limited if this were still going to be the case.

Councillor Norman stated that he would contact Norton Canes Parish Council to ascertain how they managed their flower displays.

Councillor P Taylor thought that he recalled that discussions had previously taken place regarding improvements to Sankey's Corner. The Deputy Clerk thought this may have referred to discussions regarding the Lichfield District Council Project – High

Street Improvements with Mr Eteo, the Town Centres Manager, who has now left Lichfield District Council.

Councillor Evans explained that she had seen on social media metal fish shaped sculptures aimed at tackling littering being offered to schools and perhaps this is something the Town Council could look into.

Restoration of Fingerposts

Referring to previous discussions, the Town Clerk confirmed that the fingerpost at the junction of Coulter Lane is in significant disrepair and cannot be refurbished in situ. He felt that the fingerpost was not in a viable state to repair economically and asked for direction from the Committee. It was **agreed** that the Town Clerk would look at alternative/different materials which could enable the fingerpost to be repaired.

Chase Terrace Community Centre

Referring to Minute No. 30 – 06 November 2024, "The Town Clerk confirmed that following the discussions, he would be engaging with partners and potential user group to determine an acceptable rate.", Councillor Norman asked what responses had been received. The Town Clerk said that emails had been sent to potential user groups earlier that day.

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

43. 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.

44. INTERNAL AUDIT FEES

See Confidential Report.

(The Meeting closed at 6.25 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	23	01	25		VistaPrint	Chair's Carers Event - Thank You Cards	CARD	301/4361	25.69	5.14	30.83
2	24	01	25		Amazon	OMCC - Replacement Toilet Seat for Disabled Toilet	CARD	104/4056	28.72	5.74	34.46
3	24	01	25		Amazon	OMCC - Pedal Kitchen Bin	CARD	104/4059	28.74	5.75	34.49
4	24	01	25		Amazon	Better Burntwood Fund - Burntwood Litter Heroes	CARD	302/4416	83.24	16.70	99.94
5	29	01	25		Focus Group	Monthly Line Rental	DD	107/4057	167.91	33.58	201.49
6	29	01	25		MB Office Systems Limited	Photocopier Charges for Mono & Colour (Billing Period Dec-24)	DD	107/4211	102.39	20.48	122.87
7	31	01	25		P C Paramedics	Monthly IT Support	BACS	107/4139	304.68	30.52	335.20
8	31	01	25		Lichfield Community Media CIC	Lichfield & Burntwood Independent Quarter Page 09.01.25	BACS	108/4171	63.00	0.00	63.00
9	31	01	25		DTH Churchyard & Cemetery Services	Cemetery - Grave Digger	BACS	401/4810	1,100.00	0.00	1,100.00
10	31	01	25		inLIFE Design Limited	Font Change on Website	BACS	108/4171	85.00	17.00	102.00
11	31	01	25		JWS Design & Landscapes	Cemetery - re-turfing of sunken graves	BACS	401/4864	300.00	0.00	300.00
12	31	01	25		Screwfix	Decorators Caulk, Masking Tape, Sealant	BACS	104/4056 & 203/4260	45.54	9.11	54.65
13	31	01	25		The Stambridge Group Limited	Cemetery Open & Close - December 24	BACS	401/4863	306.00	61.20	367.20
14	31	01	25		Central Cherry Picker Services Ltd	Xmas Trees - Tree Lights Removal	BACS	203/4260	180.00	0.00	180.00
15	31	01	25		G E Collis and Sons Limited	Rock Salt	BACS	104/4056	149.20	29.80	179.00
16	31	01	25		G E Collis and Sons Limited	Clamps, Gate Hooks, Ice Scrapers, Hand Shovels	BACS	104/4056 & 212/4766	40.00	8.01	48.01
17	31	01	25		G E Collis and Sons Limited	Gorila Glue, Filler, Scraper, Padlock, Cloth Wipes	BACS	104/4056 & 212/4766	89.05	17.81	106.86
18	31	01	25		Lichfield District Council	Grass Cutting - Sister Dora Open Space	BACS	401/4864	354.00	70.80	424.80
						Grass Cutting - St Matthews Aveue Front Verge	BACS	401/4864	354.00	70.80	424.80
						Grass Cutting - Burntwood Cemetery	BACS	401/4864	2,964.00	592.80	3,556.80
						Grass Cutting - Traffic Islands	BACS	205/4241	943.00	188.60	1,131.60
						Traffic Islands - Monthly Maintenance of Shrub Beds	BACS	205/4241	5,188.00	1,037.60	6,225.60
						Traffic Islands - Monthly Litter Picking	BACS	205/4241	189.00	37.80	226.80
						Traffic Islands - Weedkilling Paviour Surrounds	BACS	205/4241	126.00	25.20	151.20
						Planter Outside Library - Supply and Plant	BACS	206/4241	58.00	11.60	69.60
						OMCC - Hanging Baskets	BACS	206/4241	330.00	66.00	396.00
						Coulter Lane - Cut Whole Site Monthly (July to October)	BACS	209/4241	900.00	180.00	1,080.00
						Burntwood Cemetery - Footpath rear of Cemetery Weed Spray	BACS	401/4864	126.00	25.20	151.20
						Burntwood Cemetery - Road Sweeping	BACS	401/4864	92.00	18.40	110.40
						Burntwood Cemetery - Maintenance of Shrub Beds	BACS	401/4864	270.00	54.00	324.00

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
						Swan Island - Planters, Prepare and Re-Plant	BACS	205/4241	377.00	75.40	452.40
						Swan Island - Supply, Install and Remove Hanging Baskets	BACS	205/4241	299.00	59.80	358.80
						Swan Island - Watering of Planters and Hanging Baskets	BACS	205/4241	712.00	142.40	854.40
						Supply, Install and Remove Christmas Trees	BACS	203/4260	2,100.00	420.00	2,520.00
						Sister Dora Ave - Prepare Beds, Supply & Sow Wild Flower Seeds	BACS	206/4241	1,652.00	330.40	1,982.40
						Sister Dora Ave - Watering of Wild Flower Seeds Beds	BACS	206/4241	232.00	46.40	278.40
						Xmas Event - Cleaning of Toilets	BACS	213/4262	50.00	10.00	60.00
19	01	02	25		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
20	03	02	25		Amazon	Play in the Parks - Painting Rocks	CARD	213/4761	64.11	12.84	76.95
21	06	02	25		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
22	09	02	25		Information Commissioner's Office	Renewal of ICO	DD	107/4059	35.00	0.00	35.00
23	10	02	25		White Ribbon Organisation	White Ribbon Accreditation	CARD	214/4764	175.00	35.00	210.00
24	12	02	25		EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	52.58	10.52	63.10
25	14	02	25		ICCM	Membership of the Charter for the Bereaved Scheme	BACS	401/4163	320.00	0.00	320.00
26	14	02	25		Staffordshire Signs & Graphics	Traffic Island Signage	BACS	205/4304	260.00	52.00	312.00
27	14	02	25		DAC Beachcroft	Insurance Refund - Flagpole	BACS	207/1025	10.00	0.00	10.00
28	14	02	25		inLIFE Design Limited	Website Package, Security Updates, Hosting & Backups Jan 25	BACS	108/4171	229.00	45.80	274.80
29	14	02	25		PC Paramedics Solutions Ltd	Internet Line/Replacement Firewall	BACS	107/4139	645.00	129.00	774.00
30	14	02	25		Tara Developments Limited	Chasetown Christmas Lights Event November 2024	BACS	213/4262	500.00	0.00	500.00
31	14	02	25		CPC	Cloakroom Items	BACS	104/4059	46.56	9.31	55.87
32	14	02	25		Zurich Town and Parish	OMCC Lift (period 12.02.25 to 11.02.26)	BACS	104/4056	462.00	70.00	532.00
33	14	02	25		British Gas	Community Centre Electricity (period 12.10.24 to 12.11.24)	BACS	502/4055	12.67	0.63	13.30
34	14	02	25		British Gas	Community Centre Electricity (period 12.11.24 to 12.12.24)	BACS	502/4055	32.61	1.63	34.24
35	14	02	25		Source for Business	Community Centre Water (period 27.03.24 to 30.09.24)	BACS	502/4023	111.27	0.00	111.27
36	14	02	25		Clean All (Windows) Limited	OMCC Window Cleaning Jan 25	BACS	104/4059	145.25	29.05	174.30
37	14	02	25		LWM Traded Services Limited	Community Centre - Renovation and Refurbishment	BACS	501/4903	79,847.50	15,969.50	95,817.00
38	14	02	25		British Gas	Community Centre Gas (period 22.12.24 to 22.01.25)	BACS	502/4055	78.16	3.91	82.07
39	14	02	25			Employee Costs Month 11	BACS	107/4019 & 104/4019	12,534.76	0.00	12,534.76
40	14	02	25			LGPS Month 11	BACS	107/4019 & 104/4019	4,774.14	0.00	4,774.14
41	14	02	25			NI/PAYE Month 11	BACS	107/4019 & 104/4019	3,934.75	0.00	3,934.75
42	14	02	25		Screwfix	Socket Driver Set and Yellow Masking Tape	BACS	212/4766 & 214/4764	9.56	1.92	11.48
43	14	02	25		Screwfix	Mixed Screwdriver Set	BACS	104/4056	26.24	5.25	31.49
44	14	02	25		Screwfix	OMCC Gents Toilet - Tank Connector, Bottle Trap 32mm	BACS	104/4056	21.72	4.34	26.06
45	14	02	25		G E Collis and Sons Limited	Water Butt Connector, Hose Clip, Hose Connector	BACS	104/4056	21.88	4.37	26.25

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
46	14	02	25		G E Collis and Sons Limited	OMCC Shed - Sheets, Decking Screws, Nails, Brush Set	BACS	104/4056	74.28	14.87	89.15
47	14	02	25		G E Collis and Sons Limited	OMCC Garden - WD-40, Tape, Silicone, Trowels, Loppers, Pliers	BACS	104/4056	74.38	14.88	89.26
48	14	02	25		Octopus Energy	OMCC Gas & Electricity (period 02.01.25 to 31.01.25)	DD	104/4055	1,782.58	356.51	2,139.09
49	14	02	25		J&M Electrical Supplies	OMCC Basement - Switched Fused Connection Unit	BACS	104/4056	28.00	5.60	33.60
50	14	02	25		J&M Electrical Supplies	OMCC Basement - Switched Fused Connection Units	BACS	104/4056	118.00	23.60	141.60
51	14	02	25		A Knox	Items purchased from Temu - Workwear & Tools	BACS	107/4059 & 104/4056	52.86	0.00	52.86
52	14	02	25		P C Paramedics	Monthly IT Support	BACS	107/4139	534.68	106.93	641.61
53	14	02	25		Lichfield Community Media CIC	Lichfield & Burntwood Independent Quarter Page 06.02.25	BACS	108/4171	63.00	0.00	63.00
54	14	02	25		Cathedral Leasing Limited	OMCC Supply of Hygiene Services (Quarterly)	BACS	104/4059	84.48	16.90	101.38
55	14	02	25		DTH Churchyard&Cemetery Services	Cemetery - Grave Digger	BACS	401/4810	400.00	0.00	400.00
56	14	02	25		Sage	Payroll 01.02.25 to 28.02.25	DD	107/4139	8.00	1.60	9.60
57	28	02	25		Amazon	Better Burntwood Fund - Burntwood Litter Heroes	CARD	302/4416	28.98	0.00	28.98
58	28	02	25		Amazon	Better Burntwood Fund - Burntwood Litter Heroes	CARD	302/4416	102.49	20.50	122.99
59	28	02	25		270 Climbing	Wakes 25 - Mobile Cave & Mobile Wall - Deposit	BACS	213/4390	532.50	106.50	639.00
60	28	02	25		H Daniels	Stephen Sutton Bursary	BACS	203/4760	1,000.00	0.00	1,000.00
61	28	02	25		E Edis	Stephen Sutton Bursary	BACS	203/4760	1,000.00	0.00	1,000.00
62	28	02	25		Burntwood Family History Group	Better Burntwood Fund	BACS	302/4416	349.98	0.00	349.98
63	28	02	25		Chasetown Youth Section	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
64	28	02	25		Revive Staffordshire CIC	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
65	28	02	25		Burntwood WI	Better Burntwood Fund	BACS	302/4416	350.00	0.00	350.00
66	28	02	25		TechCare Limited	Broadband - FITC - Monthly	BACS	107/4139	100.00	20.00	120.00
67	28	02	25		TechCare Limited	WatchGuard - Firewall - Monthly & Broadband - FITC - Monthly	BACS	107/4139	137.03	27.41	164.44
68	28	02	25		TechCare Limited	Broadband - FITC - Monthly	BACS	107/4139	100.00	20.00	120.00
69	28	02	25		Staffordshire Pest Control Limited	OMCC Pest Control 25.01.25 to 24.04.25	BACS	104/4056	60.00	12.00	72.00
70	28	02	25		Screwfix	Pipe Cutter	BACS	104/4056	23.32	4.67	27.99
71	28	02	25		Screwfix	Screwdriver Set	BACS	212/4766	14.16	2.83	16.99
72	28	02	25		Screwfix	Masonry Drill Bits and Insulating Tape	BACS	214/4764	8.90	1.79	10.69
73	28	02	25		Screwfix	Fuses, Pliers and Workwear	BACS	104/4056 & 107/4059	116.90	23.38	140.28
74	28	02	25		The Stambridge Group Limited	Cemetery Open & Close January 2025	BACS	401/4863	272.00	54.40	326.40
75	28	02	25		St Matthews Cricket Club	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
76	28	02	25		WEL Medical	Defib Pads	BACS	214/4764	186.80	37.36	224.16
77	28	02	25		Viking	Office Stationery & Stamps	BACS	107/4211 & 107/4120	193.78	12.76	206.54
78	28	02	25		Midland Soccer Academy	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
79	28	02	25		Focus Group	Line Rental Charges	DD	107/4057	167.91	33.58	201.49

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
80	28	02	25		MB Office Systems Limited	Photocopier Charges for Mono & Colour (Billing Period Jan-25)	DD	107/4211	104.43	20.88	125.31
81	01	03	25		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
82	06	03	25		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
83	12	03	25		EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	52.58	10.52	63.10
84	14	03	25			Employee Costs Month 12	BACS	107/4019 & 104/4019	12,435.46	0.00	12,435.46
85	14	03	25			LGPS Month 12	BACS	107/4019 & 104/4019	4,774.14	0.00	4,774.14
86	14	03	25			NI/PAYE Month 12	BACS	107/4019 & 104/4019	3,909.55	0.00	3,909.55
87	14	03	25		PC Paramedics	Logitech Conference Hub Repair	BACS	107/4139	120.00	24.00	144.00
88	14	03	25		The Bluebird Belles	Market 11.05.25 VE Themed Event - Deposit	BACS	213/4398	150.00	0.00	150.00
89	14	03	25		G E Collis and Sons Limited	Drill Bit, Tape Measure	BACS	104/4056	29.51	5.89	35.40
90	14	03	25		G E Collis and Sons Limited	Gloves, Cabin Hooks, Uni Hooks	BACS	104/4056	20.10	3.98	24.08
91	14	03	25		G E Collis and Sons Limited	Wood Bits	BACS	104/4056	15.79	3.16	18.95
92	14	03	25		LWM Traded Services Limited	Community Centre - Building Regulations Application	BACS	503/4010	352.24	70.45	422.69
93	14	03	25		inLIFE Design Limited	Website Package, Security Updates, Hosting & Backups Feb 25	BACS	108/4171	229.00	45.80	274.80
94	14	03	25		Staffordshire Signs	Branded Workwear	BACS	107/4059	182.41	36.48	218.89
95	14	03	25		British Gas	Community Centre Gas (period 22.01.25 to 22.02.25)	BACS	502/4055	76.82	3.84	80.66
96	14	03	25		Screwfix	Fused Spur & Voltage Detector Kit	BACS	104/4056	26.22	5.25	31.47
97	14	03	25		Lichfield Community Media CIC	Lichfield & Burntwood Independent Quarter Page 06.03.25	BACS	108/4171	63.00	0.00	63.00
98	14	03	25		Seated Furniture Limited	Community Centre - Furniture	BACS	503/4010	4,713.33	942.67	5,656.00
99	14	03	25		J&M Electrical Supplies	Fluke Volt Alert Volt Stick	BACS	104/4056	25.50	5.10	30.60
100	14	03	25		J&M Electrical Supplies	20mm Stuffing Gland, 20mm Adaptor, Switch, Batten	BACS	104/4056	128.35	25.67	154.02
101	14	03	25		LWM Traded Services Limited	Community Centre - Renovation and Refurbishment	BACS	503/4010	79,847.50	15,969.50	95,817.00
102	14	03	25		LWM Traded Services Limited	Community Centre - Renovation and Refurbishment	BACS	503/4010	1,862.00	372.40	2,234.40
103	14	03	25		Sage	Payroll 01.03.25 to 31.03.25	DD	107/4139	8.00	1.60	9.60
104	14	03	25		Viking	Items for first aid kits	BACS	104/4059	63.80	12.76	76.56
									243,943.52	38,587.13	282,530.65

PETTY CASH SPEND

<u>DATE</u>	<u>ITEM</u>	<u>SPEND</u>	<u>CASH OUT BANK</u>
10.01.25	Bin Liners	£1.00	
25.01.25	CIF Cream and Cloths	£2.75	
03.03.25	Scourers and Bin Liners	£2.43	
05.03.25	Seed Trays for OMCC Greenhouse	£10.58	
	Balance	£114.09	

	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 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. Discussed options. Awaiting costs from LDC. Replanting window March / April 2025 Awaiting updates on costs from LDC. Verbal report to this meeting from Town Clerk. March 25 Report for consideration at this meeting	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	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	Still ongoing. Assessment of the state of the posts has been carried out. Work started on the repairing/refurbishing as stated. Low priority for use of resource. Work is weather dependent. 2 finger posts restored to great effect. 3 is in significant disrepair, Staff are considering viable plan. Third post is not in a viable state to repair economically.	April 2024	Steve Lightfoot	Cllr Woodward

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
		17.04.24	approximately £1,000.	Alternative scheme devised by local company to restore received and may be viable and on cost.			
3	Larks Rise Community Woodland	January 2022	Facilitate woodland planting and maintenance in 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. See Brighter Burntwood LDC officers have made some alternate suggestions and costs, which have been put to Mercian Labels. March 25 Recent communication from Mercian Labels MD indicates that they are no longer in a position to support the Larks Rise / Stables Way project. Report for approval this meeting.	Replant March / April 2025 On going.	Steve Lightfoot	Cllr Norman

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
4	Chase Terrace Community Centre	Purchased December 2023	Bring former church into use as Community Centre	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 March 2025 – work is continuing at a rapid pace. Report to Ministry of Housing Communities and Local Government have been sent and are satisfactory. Room hire charging report at this meeting.	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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BURNTWOOD CEMETERY RULES AND REGULATIONS With effect from November 2024

Definitions

In these Rules

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

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

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

1. Deed of Grant of Exclusive Right of Burial

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

2. General Arrangement of the Cemetery

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

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

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

3. Management and Maintenance

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

1. Exceptions

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

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

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

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

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

4. Rights of Burial – Exercise of Rights

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

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

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

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

6. Rights of Burial – Registration and Proof of

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

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

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

7. Notice of Interment

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

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

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

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

12. Administration and Office Hours

The Council Offices are situated at:

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

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

13. Admission of the Public

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

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

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

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

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

13. Memorials

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

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

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

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

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

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

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

14. 4-Casket Remains Plots – Desk Top Style

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

Memorial Size

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

15. 2-Casket Remains Plots – Desk Top Style

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

Memorial Size

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

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

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

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

14. Memorial maintenance

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

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

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

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

15. Execution of Works

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

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

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

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

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

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

Updated November 2024

Policy and Resources Committee

Monday 17 March 2025

Burntwood Place Making and Cultural Strategy

1. Purpose of Report

To ask members to agree on one option in response to the Place making and Cultural Strategy.

2. Summary of the Proposal

Project: Burntwood Place Making and Cultural Strategy.

Limitless (a team of professionals specializing in place-making and cultural strategies) presented their vision to Full Council in January 2025.

Objective:

- Establish Burntwood as a pioneering town in cultural and place-making strategies.
- Develop an adaptable and evolving strategy embedded in the town's future plans.
- Define Burntwood's unique identity and create a sense of place.
- Strengthen investment opportunities and external engagement.
- Align cultural planning with regional and national strategies.

Three-Phase Approach

1. **Reflect:** Internal consultation to assess Burntwood's assets, vision, and aspirations.
2. **Portrait:** Engage residents and stakeholders to identify community needs, existing activities, and creative ideas.
3. **Capture:** Develop a strategic vision document that unifies cultural initiatives and promotes Burntwood's unique identity.

3. Project Cost & Timeline

- **Total Fee:** £30,000 (+ VAT), paid in stages.
- **Additional Services:** Ongoing consultation, bid writing, project management, and evaluation available at extra cost.

4. Recommendations for Decision

To recommend to Full Council one of the following:

1. **Approve the Proposal** – Members request that the Town Clerk and Leader enter into detailed discussions with Limitless to produce an agreement for approval.

2. **Negotiate Scope & Costs** – Members request that the Town Clerk and Leader consider refining the proposal's scope or prioritizing phases based on immediate need and budget. Members agree a limit on spend.
3. **Seek Alternative Bids** –test what is available elsewhere and seek alternatives.
4. **Consider Phased Implementation** – If full funding is not available, approve Phase 1 first and review results before committing to later phases. Members agree to fund the first phase, as described at a cost of £5000.
5. **Decline** to fund the proposal.

Contact Officer

Steve Lightfoot

Town Clerk

steve.lightfoot@burntwood-tc.gov.uk

Policy and Resources Committee

Monday 17 March 2025

Chase Terrace Community Centre Proposed Room Hire Charges 2025/26

1. Purpose of Report

To present a scale of charges for members to consider, noting comments from potential use groups.

2. Background

As members will be aware, the new community asset – Chase Terrace Community Centre on Princess Street, is due to be opened for use this summer. The Deputy Clerk contacted a list of interested parties for their comments.

Members are asked to consider the following scale of charge below, being mindful that CCTC will need to cover its own costs while offering good and affordable value to community groups.

Members are also asked to particularly note the proposal for free or discounted hire under certain conditions.

3. Charges

Partner / Regular Users (Block bookings)

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

One off Hires

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

Sessions times are suggested as follows

- Morning 9.00am until 1pm (up to four hours)

- Afternoon 1.30pm - 5.30pm (up to four hours)
- Evening 6.00pm until 11pm (up to five hours)

Discounted or free of charge hire

Support from Burntwood Town Council may be available to enable small local organisations to access CTCC. A discount of up to 100% may be offered at the Councils discretion if the following criteria are met.

- Is the group local to the parish of Burntwood, with most members being from and residing in Burntwood?
- Does the organisation face barriers to funding from other sources?
- Does the group lack capacity- eg, are members of the group mainly elderly?
- Is the group a new group, starting up and forming?

If at least two of these criteria are met, the Town Clerk (in consultation with the Chair of Policy and Resources), may waive the room hire fee, or offer a discount, for up to 6 months, when the offer can be reviewed and if necessary extended.

4. Comments From Groups

Of the 8 groups (who have formally expressed a firm interest) contacted (a notice was also placed on our website), 4 groups gave some comments, all of which were favourable to the proposed scale of charges.

"For my own planned hire, the charges seem reasonable and manageable. My planned hire is purely for the benefit of local residents so I do not seek to make a profit from my hire, and as a Chase Terrace resident, I wish to see the community centre covering its costs to ensure the future of the facility."

"In response to the email below, I am emailing you to provide my input as a new business and potential hirer of the community centre. I have read the proposed fees and think it's an excellent range of prices for standard and regular bookings."

"I could definitely work with this and make my business profitable. I look forward to hearing from yourselves regarding booking sessions for when the property is available for hire."

"regarding potential charges for the new community centre, i think the prices you are charging are perfectly reasonable and pretty much in line with everywhere else we have asked"

Community-Focused Pricing Model: While we understand the need for the facility to cover its costs, we suggest considering a more community-centered approach to pricing. As this facility was developed with public funding for community use, a pricing

structure that prioritises accessibility for local organisations serving those with the greatest need would maximize the community benefit of this valuable asset.

Strategic Alignment: It might be beneficial to consider how the pricing structure could better support Burntwood's strategic objectives. Organizations actively delivering services that align with these priorities—such as addressing inequality, supporting vulnerable residents, promoting inclusion, or improving health outcomes in Burntwood—could perhaps benefit from preferential rates.

Clarity in Rate Allocation: We would appreciate more clarity regarding how BTC will determine which hirers qualify for reduced or free rates. Perhaps developing and sharing transparent criteria based on community benefit and need rather than characteristics like age would ensure all local organisations have equal opportunity to access appropriate rates."

5. Recommendation

That members note the content of this report and

- a. Approve the scale of charges.
- b. Amend the scale of charges as they see fit

Contact Officer

Steve Lightfoot

Town Clerk

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Policy and Resources Committee

Monday 17 March 2025

Renewal of Staffordshire Parish Council Association and NALC Membership

1. Purpose of report

For members to decide whether to renew or renewing Burntwood Town Council's membership in the Staffordshire Association of Parish Councils (SPCA) and the National Association of Local Councils (NALC).

2. Background

As a representative body supporting local councils across the county, SPCA provides services, advocacy, and resources that contribute to the effective governance and development of Burntwood.

3. Key Benefits of SPCA Membership

3.1 Training and Development

SPCA offers regular training sessions, workshops, and seminars for councillors and clerks. These sessions enhance understanding of local government responsibilities, legal frameworks, and best practices, ensuring compliance with statutory requirements.

3.2 Legal and Procedural Advice

Membership grants access to expert advice on legal matters, governance issues, and procedural queries. This support is crucial for ensuring that the council operates within legal parameters and makes informed decisions.

3.3 Advocacy and Representation

SPCA represents the interests of parish and town councils at regional and national levels, liaising with government bodies and influencing policies that impact local councils.

3.4 Access to Funding and Grant Opportunities

SPCA provides guidance on available grants and funding streams, helping the council secure financial support for community projects and infrastructure improvements.

3.5 Networking and Collaboration

Membership facilitates networking opportunities with other councils across

Staffordshire, allowing Burntwood Town Council to share knowledge, experiences, and best practices with peers.

3.6 Policy Updates and Legislative Changes

SPCA provides timely updates on legislative changes and policy developments affecting local councils, ensuring that Burntwood Town Council remains compliant and informed.

4. Burntwood Town Council use of membership

As well as the collective benefits described, BTC members and staff have benefited from training in areas such as Neighbourhood Planning, Health and Wellbeing. A wide range of courses are available that are closely aligned to the work of Town and Parish Councils. Staff have access to support and guidance on developing policies, such as reviewing Standing Orders, and Financial Regulations. BTC has also has the opportunity to raise its profile and network with other similar organisations. Membership offers the opportunity for staff and members to gain instant peer support.

5. Fees

NACL Element (8.43p per elector)– £1,735.47 (Subject to updated electoral numbers from LDC).

SPCA Element - £331 (Band R).

Total £2,066.47.

6. Recommendation

That members note the content of this report and

- a. Authorise the renewal of membership
- b. Decline to renew and leave the organisations

Contact Officer

Steve Lightfoot

Town Clerk

steve.lightfoot@burntwood-tc.gov.uk

Policy and Resources Committee

Monday 17 March 2025

Brighter Burntwood - Spring Planting

1. Purpose of Report

To seek the committee's approval to invest in new flower planting arrangements to brighten the town with new flower beds etc.

2. Background

As part of an ongoing effort, the Town Council has been looking at ways of increasing the number of planters, beds and wildflower meadow in the Town.

Land owned by BTC at Sister Dora Avenue was successfully planted with a wildflower meadow in 2024 and members have already agreed to maintain this and improve it for 2025. Arrangements for that are in hand. The Town Clerk with Cllr Norman have explored options for the use of hanging baskets, and planters to make a visual impact for the Town, however it has been frustrating achieve a result, as BTC do not own land with in the town.

3. Establishment of new Flower beds

Two potential sites have been identified

a. Land owned by the County Council in front of the Town welcome sign near The Star public house. To construct a triangle shaped raised flower bed with sides of approximately 21 sqm in size on the Hammerwich Village side of the grass verge opposite the Star Public House. To include initial building and preparation of bed including, supply screened soil approximately 4 m³, supply and planting of seasonal bedding. It should be noted that there are two items of street furniture (lighting pole and sign post). **Total Cost £1300 + vat. Additionally to water the plants during hot and dry spells £40 + vat per occasion and also to remove spent bedding from the Star Flower Bed, prepare the bed for the following seasonal plants, supply and plant seasonal bedding. Total Cost £600 + vat per occasion. A licence (known as a Section 96) from the County Council would need to be applied for at a cost of £205.**

b. Land owned by Lichfield District Council, Oakdene Road Chasetown. To construct a triangle shaped raised flower bed with sides of approximately 8 linier meters in length on the large triangle open space at the bottom end of Oakdene Rd. To include initial building and preparation of bed including, supply screened soil approximately 7 m³, supply and planting of seasonal bedding. **Total Cost £2300 +**

vat. Additionally To remove spent bedding from the Oakdene Flower Bed, prepare the bed for the following seasonal plants, supply and plant seasonal bedding. **Total Cost £920 + vat annually. Watering in dry and hot weather Total Cost £55 + vat per occasion.**

4. Planters

BTC BuRRT team have been building custom made planters and have placed a number at Sankey's Corner, and will continue to build more, time permitting. Officers have been in discussions with officers from Lichfield District Council who have indicated that they will be placing and maintaining 6 new planters, four at Sankey's Corner and 2 at Morely Road, allowing for BTC planters to go to alternative locations in the town.

5. Library site triple tier plant

As members may recall, BTC maintain a planter adjacent to the library at Sankey's Corner. This is a large planter and the wood is now rotten. BuRRT staff will remove it, and it is proposed that the planter is replaced by a triple tier planter, that will be purchased by BTC, and maintained by LDC who will supply and plant either winter or summer bedding in three tier planter, including preparation of planter. (estimated planting area 2sqm) **Total Cost £80 + vat per occasion** (two occasions per year.

Options and costs for the new planter are at **APPENDIX A.**

6. Recommendation

That members note the content of this report and select options and approve the associated costs.

Contact Officer

Steve Lightfoot

Town Clerk

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3-tier planters quotation comparison		
Supplier	Description	Cost per unit
Amberol Limited	Self-watering floral fountain with tiers of 470mm and 590mm (Black)	£410 + VAT
	Pallet and delivery costs	£54.50
IdVerde UK	Self-watering floral fountain with tiers of 470mm and 590mm (Black)	£396.90 +VAT
	Pallet and delivery costs	included
Amethyst	Self-watering floral fountain with tiers of 470mm and 590mm (Black) – Pre-used	£700 +VAT +delivery.

Policy and Resources Committee

17 March 2025

Lichfield & Burntwood Independent – Advertisement Proposal

1. Purpose of report

For members to consider the renewal of advertising arrangements for 2025/26 in the local newspaper, the Lichfield and Burntwood Independent.

2. Background

As members will recall, a year ago a new free newspaper was created by a not-for-profit organisations run by volunteers. Feedback on the quality and professionalism of the newspaper has been positive and widespread.

Burntwood Town Council has faced challenges in communicating to residents in the past, and the new newspaper has helped considerably by carrying number news articles and regular paid advertisements featuring Town Council services and events.

3. Proposal

Date of paper	Advert type	Advert size	Cost
2025			
1 st May	BuRRT	Quarter page	£80
29 th May	Markets	Quarter page	£80
26 th June	Cemetery	Quarter page	£80
10 th July	Wakes	Full page	£320
24 th July	Play in the Parks	Full page	£320
4 th September	Councillors	Quarter page	£80
2 nd October	Grants	Quarter page	£80
13 th November	Christmas	Full page	£320
11 th December	BuRRT	Quarter page	£80
2026			
22 nd January	Cemetery	Quarter page	£80
19 th February	Councillors	Quarter page	£80
19 th March	Markets	Quarter page	£80

Total £1680. This includes a discount for more than 10 insertions.

4. Recommendation

That members note the contents of this report and approve the expenditure of £1680 from the agreed Communications cost centre.

Contact Officer

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