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Our Ref: SL/JM

17 March 2025

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **71 Room, Burntwood Memorial Institute, Rugeley Road, Burntwood on Monday 24 March 2025 commencing at 6:00 pm** at which the business set out below will be transacted.

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.

COUNTY COUNCILLOR PLATFORM

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

3. HUNSLET WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

An application to be co-opted has been received from Mrs Bishop. Members' instructions are requested on if they wish to co-opt Mrs Bishop.

4. HIGHFIELD WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

Applications to be co-opted have been received from Mr Bennetts, Mr Beresford, and Mr Swain. Members' instructions are requested on if they wish to co-opt either Mr Bennetts or Mr Beresford or Mr Swain.

NB: For Members information there are currently vacancies on the Planning and Development Committee (2), Policy and Resources Committee (1) and Community and Partnerships Committee (1).

5. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 20 January 2025 (Minute Nos. 64-79) be received and where necessary approved and adopted (**ENCLOSURE NO. 1**).

6. CHAIR'S REPORT

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

7. MEMBERS QUESTIONS

8. CALENDAR OF MEETINGS 2024/25

Further to Minute No. 71 (Full Council Meeting 14 March 2024 refers) Members are asked to approve the following amendments:

- Planning & Development Committee from Tuesday 01 April 2025 to Wednesday 02 April 2025
- Policy & Resources Committee from Thursday 15 May 2025 to Wednesday 14 May 2025

9. CALENDAR OF MEETINGS 2025/26

The Town Council is recommended to approve the Council and Committee meeting dates for 2025/26 (**ENCLOSURE NO. 2**).

10. MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2024-25

This report is for information purposes only and does not require any decision by the Council (**ENCLOSURE NO. 3 AND APPENDIX A**).

11. REVIEW OF FINANCIAL REGULATIONS

Members are asked to approve and adopt the revised Financial Regulations document (**ENCLOSURE NO. 4 AND 4A**)

12. FINANCIAL UPDATE TO END JANUARY

The Council is asked to note the report of income and expenditure compared to budget for the first 10 months of the financial year, April to January. (**ENCLOSURE NO. 5 AND APPENDIX 5A**).

13. EARMARKING OF RESERVES AT FINANCIAL YEAR END

The Council is asked to decide whether any funds should be moved into, or taken out of, earmarked reserves at financial year end. Some requirements and options are given in the table. (**ENCLOSURE NO. 6 AND APPENDIX 6A**).

14. VAT STATUS OF CHASE TERRACE COMMUNITY CENTRE

Update for information purposes only and no decision is required by the Council. Further to Minute No. 32 of the Town Council Meeting held on 16 July 2024, an alternative approach to Opting to Tax was put forward to HMRC last summer. A reply is still being chased. In the absence of any response or if a negative response is received from HMRC, then, as resolved, the Council will Opt to Tax on the building. This will be done before or within 30 days of the next VAT return deadline (7th May), the first return in which VAT will be reclaimed for the works on the building.

15. PLANNING AND DEVELOPMENT COMMITTEE – 13 JANUARY 2025, 05 FEBRUARY 2025 AND 05 MARCH 2025

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 13 January 2025 (Minute Nos. 45-50), 05 February 2025 (Minute Nos. 51-57) and 05 March 2025 (Minute Nos. 58-63) be received and where necessary approved and adopted (**ENCLOSURE NO. 7A, 7B AND 7C**).

16. COMMUNITY AND PARTNERSHIPS COMMITTEE – 22 JANUARY 2025 AND 10 MARCH 2025

Chair of the Community and Partnerships Committee to move that the proceedings of the meetings held on 22 January 2025 (Minute Nos. 39-52) and 10 March 2025 (Minute Nos. 53-63) be received and where necessary approved and adopted (**ENCLOSURE NO. 8A AND 8B**).

17. POLICY AND RESOURCES COMMITTEE – 23 JANUARY 2025

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 23 January 2025 (Minute Nos. 38-44) be received and where necessary approved and adopted (**ENCLOSURE NO. 9**).

18. 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.

19. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 20 January 2025 (Minute Nos. 77-79) be received and where necessary approved and adopted (**ENCLOSURE NO. 10 - PINK**).

20. POLICY AND RESOURCES COMMITTEE – 23 JANUARY 2025

Chair of the Policy and Resources Committee to move that the proceedings of the Confidential meeting held on 23 January 2025 (Minute Nos. 43-44) be received and where necessary approved and adopted (**ENCLOSURE NO. 11 – PINK**).

PUBLIC FORUM

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

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD IN THE 71 ROOM, BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,
BURNTWOOD ON MONDAY 20 JANUARY 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor L Ennis (in the Chair)

Councillors Bacon, Banevicius, Bullock, D Ennis, L Ennis, Evans, Flanagan, Gittings, Kirkham, Norman, P Taylor, S Taylor, Tranter, Willis-Croft and Woodward

In attendance

Ms J Minor, Deputy Clerk

Ms A James, Finance Officer

Ms K Horner, Community Development and Engagement Officer

County Councillor Wilcox

County Councillor Cox

County Councillor Loughbrough-Rudd (from 6.15pm)

P Walker, Sculptor, Artist, Director - Limitless

Ms C Fellows, Team Senior Consultant and Creative Producer - Limitless

Mrs K Walker, Director of Public Engagement and Social Anthropology - Limitless

LIMITLESS PROPOSAL FOR BURNTWOOD'S CULTURAL STRATEGY

Mr Walker started with introducing himself, Mrs Walker and Ms Fellows. He explained that he was born and bred in Burntwood and had an extensive collection of artwork displayed in towns and cities both nationally and internationally and that he was also Artistic Director for Luxmuralis as well as having been artistic director for Lichfield, Liverpool and Winchester Cathedrals creating artworks, exhibitions, and events.

Mr Walker explained that Mrs Walker was the Director of Public Engagement and Social Anthropology bringing a unique blend of academic insight and creative vision. She is also Artistic Producer for Luxmuralis.

Mr Walker explained that Ms Fellows was the Team Senior Consultant and Creative Producer. She is renown for her expertise in delivering high impact arts and cultural projects and brings a wealth of experience in every aspect of project development for arts and cultural activations of all sizes.

Mr Walker stated that Limitless was proposing a phased project that would result in a comprehensive cultural strategy document that would serve as Burntwood's blueprint for the town's cultural activities for years to come.

Ms Fellows outlined the different phases :

Phase 1 – Research – internal. This would involve engaging with internal stakeholders to gather valuable insights into Burntwood Town Council's aspirations, available spaces, and potential partnerships.

Phase 2 – Research – external. This would involve engaging with the wider Burntwood community to better understand the needs and desires, drivers, and barriers of those who live, work, and engage with Burntwood. This phase could include a number of test activations and events.

Phase 3 – Presentation and communication of strategy document.

Councillor Norman, looking from a scrutiny point of view, said that he would have liked to have seen some practical examples.

Mr Walker stated that we needed to engage and talk to the community, extract the information, and look at the income which could be generated (ethos of the cultural centre).

Following on from the initial meeting held last year, Councillor Woodward stated that she understood the concept, however, she referred to the Town Council's Lichfield Garrick Theatre partnership and asked how the two would marry together to avoid duplication. She explained that we had previously undertaken consultations e.g. Burntwood Town Strategy, Co-operative Councils' Innovation Network etc.

Mr Walker explained that they would start with a blank canvas and would work with all demographics. He stated that the Lichfield Garrick Theatre was primarily a Lichfield based organisation and the cultural strategy would be totally Burntwood focused. Ms Fellows confirmed that they have worked with the Lichfield Garrick Theatre.

Councillor Flanagan made reference to funding the cultural strategy and Members recalled that the breakdown of costs were reported to the Policy and Resources Committee on 06 November 2024. It was **agreed** that the Deputy Clerk would circulate the report and appendix considered by the Policy and Resources Committee to all Members with comments and observations to be directed to Councillor Galvin (Chair of that Committee). All Members (which is usual practice) would be invited to the meeting when the Limitless proposal would next be discussed.

Councillor P Taylor referred to negative comments made on social media platforms and we needed tangible outcomes which could be reported to residents.

Mrs Walker explained that they would work with the people in the community – giving people a voice, ownership. We cannot be scared of a few negative comments.

Councillor D Ennis thanked Mr Walker, Mrs Walker and Ms Fellows for their attendance. He felt that it was difficult to see the 'strategy' and what the outcome would be. Mr Walker explained that we needed to go through the process to get to the outcome.

PUBLIC FORUM

No questions were raised by members of the public.

COUNTY COUNCILLOR PLATFORM

County Councillor Wilcox (Burntwood South Division)

County Councillor Wilcox explained that he was continuing to work with officers regarding the potential safety improvements on the approach road leading to Burntwood Rugby Club, as well as looking for support from the Chasewater Team who are approaching Lichfield District Council for potential CIL funds to allow works to be undertaken to clear the public footpath that runs along this road to the Light Railway enabling walkers to use this route. One suggestion is to demarcate one side of the road for pedestrians and cycle use as this would be accessible for all cyclists or users of mobility scooters/wheelchairs and for those with push chairs, at the present time this is being considered by the County engineers. He is also pushing to get the fence running alongside the footpath that is damaged repaired as soon as possible.

County Councillor Wilcox explained that he was continuing to push for as many roads as possible to be repaired, as well as pushing for those that have been outstanding for more than

three months without any action. Please ensure that where possible residents are directed to the site to report road defects etc.

County Councillor Wilcox stated that the triangle land (opposite Star Pub – Sensory Garden) is in its early stages with a Lease being drafted by Lichfield District Council together with work ongoing with the County Council engineers on how we can create a safe crossing place and dropped kerb. Unfortunately, this work is not classed as high priority, but he is continuing to pursue this together with the draft lease. There is great support from local volunteers as well as the Town Council and a couple of local businesses.

Councillor Norman referred to the replacement of the railing at the Library which are yet to be painted green. He also referred to the Chasewater consultation which he was not impressed with and asked if County Councillor Wilcox would have any influence. Councillor Wilcox said that he was disappointed with the progress made with regard to the redevelopment of Chasewater.

County Councillor Cox (Lichfield Rural West)

County Councillor Cox referred to the closure of Meg Lane and that the potholes in Springle Styche Lane had been moved from category 3 to category 1.

County Councillor Loughbrough-Rudd (Burntwood North Division)

County Councillor Loughbrough-Rudd referred to a meeting he had recently attended with Severn Trent Water and their investment in Burntwood. He also referred to Rights of Way/stiles and their ownership. County Councillor Loughbrough-Rudd informed Members that the reporting mechanism on the County Council website was changing.

Councillor Tranter referred to the new Health Centre and County Councillor Wilcox explained that it was still in the planning process. Councillor Bacon reiterated the urgent need for a new Health Centre.

Councillor Woodward referred to previous comments made by the County Councillors and in particular the fixing of roads in November 2024 and confirmed that Ironstone Road had not been fixed and asked if an update could be provided.

County Councillor Cox confirmed that he was the Chair of the Health and Care Overview and Scrutiny Committee at Staffordshire County Council and that they would be meeting on 27 January 2025 where GP access would be discussed.

64. APOLOGIES FOR ABSENCE

Councillor Coe MBE (Unwell)
Councillor R Ennis (Family Commitments)
Councillor Galvin (Unwell)
Councillor Wittstock (Unwell)

The reasons for the apologies were approved.

65. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor S Taylor declared an interest in Confidential Agenda Item 15 – Lichfield Garrick Theatre and Burntwood Town Council Partnership as she is a Trustee.

**(County Councillor Wilcox and County Councillor Loughbrough-Rudd
left the meeting at 6.45pm)**

66. MINUTES

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

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 12 November 2024 (Minute Nos. 53-63) be received and where necessary approved and adopted.

67. ROD CAMPBELL

Councillor L Ennis informed Members that former Councillor Rod Campbell had recently passed away. She explained that Mr Campbell was Chair of the Town Council in 2006 and again in 2012 and had also been a governor at Boney Hay Primary School. Mr Campbell had also served on Lichfield District Council and Hammerwich Parish Council. Other Members shared their memories of Mr Campbell. Members stood for a minutes silence.

68. CHAIR'S REPORT

In the absence of Councillor Coe MBE, Councillor L Ennis read out the following statement:

Christmas is a magical time and it was a real joy to be able to be part of switching on the lights at Sankey's Corner and Swan Island. I love the way that our community comes together to share in these special occasions. Despite the cold, and the heavy rain on the evening of the Swan Island switch on, both events were very well attended. Working together with local schools, with Burntwood Rotary, and as a Town Council, we were delighted to provide these events for Burntwood families.

I attended a number of other events in December including the Warm Places celebration and the VIP event to see this year's Pantomime at the Garrick, Jack, and the Beanstalk. The run up to Christmas was very busy but lots of feel-good events.

As another year begins it will be exciting to see what is ahead for us. A couple of things which are already planned are a thank you event on Tuesday 28 January, to celebrate the carers in our community. Those people who selflessly look after their loved ones and get little recognition deserve a thank you. Together with Burntwood Library, and with support from Friends of Burntwood Library, MHA Communities and Burntwood Lions, we are very excited to be able to do something affirming to say a huge thank you. If any councillors would like to attend, could you please let the office know.

I am also raising money for my charity of the year, which is Pathway Project. On Saturday 3 May there is a charity quiz night arranged so we would really appreciate your support and encouragement to raise lots of money for this very worthy cause. I would like to thank the Town Council staff who have worked so hard to make these events happen.

Whatever we have ahead of us in 2025 it is good that we have such a committed Town Council, and such dedicated staff. I know that we will continue working hard to make the year a special one for all of our residents.

69. MEMBERS QUESTIONS

No questions were raised by Members.

70. NOTICE OF CASUAL VACANCY – HUNSLET WARD

Members formally noted that the Town Clerk had declared a casual vacancy (Hunslet Ward) on the Town Council on 20 November 2024. No notice requesting an Election had been received so the Town Clerk advertised the vacancy to be filled by co-option on 08 January 2025 with a closing date of midnight on 02 March 2025.

71. NOTICE OF CASUAL VACANCY – HIGHFIELD WARD

Members formally noted that the Town Clerk had declared a casual vacancy (Highfield Ward) on the Town Council on 25 November 2024. No notice requesting an Election had been received so the Town Clerk advertised the vacancy to be filled by co-option on 08 January 2025 with a closing date of midnight on 02 March 2025.

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

Members noted the report of income and expenditure compared to budget for the first 8 months of the financial year, April to November.

73. BUDGET AND PRECEPT 2025/26

Councillor D Ennis thanked the Finance Officer and the Town Clerk for their input. He explained that the proposed budget showed a 3% increase (an increase of £1.36 per household per year, to £46.78).

A 3% increase was proposed by Councillor D Ennis, seconded by Councillor Norman, and following a show of hands it was

RESOLVED That the budget and precept (£396,939) for 2025/26 be approved.

74. POLICY AND RESOURCES COMMITTEE – 06 NOVEMBER 2024

Councillor Norman referred to Minute No. 28 – Works Programme and in particular that the Town Clerk confirmed that quotations would be sought for a three-tier planter. He confirmed that BuRRT had only been asked to seek quotations last week and a quotation had been received today.

Councillor Woodward referred to Minute No. 28 – Works Programme and in particular that the Town Clerk confirmed that Lichfield District Council were in the process of drawing up a quotation for consideration in respect of the Larks Rise Community Woodland. It was **agreed** that the Town Clerk would provide an update to all Members.

Councillor Banevicius referred to Minute No. 29 – Safeguarding Policy and confirmed that she had been into the Town Council offices the following day with a copy of her Safeguarding Policy so that this could be adapted. Members referred to the resolution and asked the Community Development and Engagement Officer if she had seen the document. When asked, the Community Development and Engagement Officer confirmed that she had not had sight of the document yet. In an endeavour to help, Councillor Banevicius offered to come into the Town Council offices again to discuss the process. It was **agreed** that the Community Development and Engagement Officer would make these arrangements.

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 06 November 2024 (Minute Nos. 23-37) be received and where necessary approved and adopted.

75. COMMUNITY AND PARTNERSHIPS COMMITTEE – 07 NOVEMBER 2024

Councillor Woodward referred to Minute No. 30 – Community Engagement and in particular the Lichfield District Council – UK Shared Prosperity Fund. She asked if there was an update on the project works. Councillor D Ennis confirmed that Mr Eteo had left Lichfield District Council and Mr Gardner had only just been appointed on 3 days a week. He had not received an update; however, he had seen visually from his business premises that they had re-started the cleaning of the pavements at Sankey's Corner.

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 07 November 2024 (Minute Nos. 26-34) be received and where necessary approved and adopted.

(County Councillor Cox left the meeting at 7.10pm)

76. PLANNING AND DEVELOPMENT COMMITTEE – 11 NOVEMBER 2024 AND 11 DECEMBER 2024

Councillor P Taylor referred to Minute Nos. 38 – BuRRT (11 November 2024 refers) and 44 – BuRRT (11 December 2024) and confirmed that he had been into the Town Council offices and spoken to the Town Clerk on 17 January 2025. He explained that some of the tasks undertaken would have saved the Town Council money (avoiding the need to appoint outside contractors) but he did not want the Burntwood Response and Repair Team to feel that they were being over scrutinised.

Councillor D Ennis explained that BuRRT were employed to be out and about. Councillor Woodward explained that employees are scrutinised through their work and referred to the inventory produced by BuRRT (Policy and Resources Committee held on 11 September 2024 Minute No. 18 – Works Programme refers). She felt that this was light touch scrutiny in order to avoid duplication. Members felt that the report should be tasked to the Town Clerk to produce.

It was **agreed** that this would be discussed at the next Planning and Development Committee scheduled for 05 February 2025.

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 11 November 2024 (Minute Nos. 32-38) and 11 December 2024 (Minute Nos. 39-44) be received and where necessary approved and adopted.

77. 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.

78. COMMUNITY AND PARTNERSHIPS COMMITTEE – 04 DECEMBER 2024

See Confidential Minutes.

79. LICHFIELD GARRICK THEATRE AND BURNTWOOD TOWN COUNCIL PARTNERSHIP

See Confidential Minutes.

(The Meeting closed at 7.21 pm)

Signed

Date



**BURNTWOOD TOWN COUNCIL
2025/26 CALENDAR OF MEETINGS**

May & June July & August September & October November & December January & February March & April May

FULL COUNCIL	Thursday 22 May 2025	Wednesday 16 July 2025	Thursday 25 September 2025	Wednesday 26 November 2025	Wednesday 28 January 2026	Wednesday 25 March 2026	Thursday 20 May 2026
PLANNING & DEVELOPMENT CMTE	Tuesday 06 May 2025	Monday 14 July 2025	Monday 15 September 2025	Monday 17 November 2025	Thursday 15 January 2026	Monday 23 March 2026	Monday 18 May 2026
	Monday 16 June 2025	Thursday 07 August 2025	Wednesday 15 October 2025	Monday 15 December 2025	Monday 09 February 2026	Monday 20 April 2026	
COMMUNITY & PARTNERSHIPS CMTE	Wednesday 07 May 2025	Wednesday 02 July 2025	Monday 08 September 2025	Monday 10 November 2025	Monday 19 January 2026	Monday 09 March 2026	Thursday 07 May 2026
POLICY & RESOURCES CMTE	Thursday 15 May 2025	Wednesday 09 July 2025	Monday 22 September 2025	Monday 06 November 2025	Monday 26 January 2026	Monday 16 March 2026	Wednesday 13 May 2026

All Meetings start at 6pm unless otherwise stated on the Agenda

Burntwood Town Council

24 March 2025

Members Meeting Attendance for the Municipal Year 2024-2025

1.0 Purpose of Report

- 1.1 The purpose of this report is to record the attendance of the Members of the Council during the last municipal year.

2.0 Background

- 2.1 Appendix 3A shows the attendance of Members at the Council Meeting and supporting Committees.

3.0 Legal Requirements

- 3.1 Under the provisions of the Local Government Act 1972 Section 85 (1) requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor unless a dispensation has been granted by the Authority.
- 3.2 It is not a legal requirement for the Council to publish its Members attendance.

4.0 Recommendation

- 4.1 This report is for information purposes only and does not require any decision by the Council.

Contact Officer

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

BURNTWOOD TOWN COUNCIL 2024/25

TOWN COUNCIL																			
Member Attendance																			
COUNCILLOR	23/05/2024	16/07/2024	17/09/2024	12/11/2024	20/01/2025	24/03/2025	22/05/2025												
Bacon, Norma	✓	Ap	✓	Ap	✓														
Banevicius, Sharon	Ap	✓	✓	✓	✓														
Bullock, Andrew	✓	Ap	Ap	✓	✓														
Coe, Kathy	✓	✓	✓	✓	Ap														
Ennis, Darren	✓	✓	✓	✓	✓														
Ennis, Laura	✓	✓	✓	✓	✓														
Ennis, Robyn	✓	Ap	✓	Ap	Ap														
Evans, Diane	✓	✓	✓	✓	✓														
Flanagan, Paul	Ap	Ap	✓	Ap	✓														
Galvin, Michael	Ap	✓	✓	✓	Ap														
Gittings, Carolyn	✓	✓	✓	✓	✓														
Hancox, Joanne	✓	✓	✓	Ap	✓														
Ho, Wai-Lee	Ab	Ab	Ap	Ab															
Holdsworth, Ivan	✓	✓	Ap	Ap															
Kirkham, Elaine	Ap	✓	✓	Ap	✓														
Norman, Steven	✓	✓	✓	✓	✓														
Taylor, Paul	Ap	✓	✓	✓	✓														
Taylor, Sharon	Ap	✓	Ap	✓	✓														
Tranter, Heather	✓	✓	✓	✓	✓														
Willis-Croft, Keith	✓	✓	✓	✓	✓														
Wittstock, Jacquie	✓	✓	✓	✓	Ap														
Woodward, Susan	✓	✓	Ap	✓	✓														

POLICY AND RESOURCES COMMITTEE																			
Member Attendance																			
COUNCILLOR	07/05/2024	17/07/2024	11/09/2024	06/11/2024	23/01/2025	17/03/2025	14/05/2025												
Bacon, Norma	✓	✓	✓	✓	Ap														
Banevicius, Sharon	✓	✓	Ap	✓	✓														
Ennis, Darren	✓	✓	Ap	✓	Ap														
Evans, Diane	Ap	✓	✓	✓	✓														
Flanagan, Paul	✓	Ap	Ap																
Galvin, Michael				Ap	Ap														
Hancox, Joanne	✓	✓	✓	Ap	✓														
Ho, Wai-Lee	Ab	✓	Ap	Ab															
Norman, Steven	✓	✓	✓	✓	✓														
Taylor, Paul	✓	Ap	✓	✓	✓														
Tranter, Heather	✓	✓	✓	✓	✓														
Wittstock, Jacquie	✓	✓	✓	✓	Ap														
Woodward, Susan	✓	✓	✓	✓	Ap														

AGENDA ITEM 10 - ENCLOSURE NO. 3 - APPENDIX A

PLANNING AND DEVELOPMENT COMMITTEE																	
Member Attendance																	
COUNCILLOR	20/05/2024	17/06/2024	15/07/2024	20/08/2024	16/09/2024	14/10/2024	11/11/2024	11/12/2024	13/01/2025	05/02/2025	05/03/2025	02/04/2025	06/05/2025				
Bacon, Norma	✓	✓	✓	✓	✓	✓	✓	✓	✓	Ap	✓						
Bullock, Andrew	✓	✓	Ap	✓	✓	✓	✓	Ap	✓	Ap	Ap						
Ennis, Darren	✓	Ap	✓	✓	✓	Ap	✓	✓	✓	✓	✓						
Ennis, Laura	✓	✓	✓	✓	✓	Ap	✓	✓	✓	✓	✓						
Flanagan, Paul	Ap	✓	✓	Ap	✓	✓	✓	Ap	✓	✓	Ap						
Galvin, Michael	Ap	Ab	✓	✓	✓												
Gittings, Carolyn	✓	Ap	✓	Ap	✓	Ap	✓	Ap	✓	✓	✓						
Hancox, Joanne	✓	Ap	✓	Ap	✓	✓	Ap	✓	Ap	Ap	✓						
Holdsworth, Ivan	Ap	✓	✓	Ap	Ap	Ap	Ap										
Taylor, Sharon	✓	Ap	Ap	Ap	Ap	✓	✓	Ap	✓	Ap	✓						
Taylor, Paul						✓	✓	✓	✓	✓	✓						
Willis-Croft, Keith	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						

COMMUNITY AND PARTNERSHIPS COMMITTEE																	
Member Attendance																	
COUNCILLOR	08/05/2024	03/07/2024	05/09/2024	07/11/2024	04/12/2024	22/01/2025	10/03/2025	07/05/2025									
Coe, Kathy	✓	✓	Ap	✓	✓	✓	Ap										
Ennis, Darren	✓	✓	✓	Ap	✓	✓	✓										
Ennis, Robyn	Ap	Ap	✓	Ap	✓	✓	Ap										
Evans, Diane	✓	Ap	✓	✓	✓	✓	✓										
Gittings, Carolyn	✓	Ap	✓	✓	✓	✓	✓										
Holdsworth, Ivan	✓	Ap	Ap	Ap													
Kirkham, Elaine	Ap	Ap	Ap	Ap	Ap	Ap	Ap										
Taylor, Paul	✓	✓	✓	✓	✓	✓	✓										
Taylor, Sharon	✓	✓	Ap	Ap	Ap	✓	✓										
Tranter, Heather	Ap	✓	✓	✓	Ap	✓	✓										
Willis-Croft, Keith	Ap	✓	✓	✓	✓	✓	✓										
Wittstock, Jacquie	✓	✓	✓	✓	✓	Ap	✓										

LEGEND: ✓ = Present; Ap = Apologies tendered, Ab = Absent, Aa = Authorised Absence

Burntwood Town Council

24 March 2025

Review of Financial Regulations

1. Purpose of Report

To explain amendments made to the latest version of the Financial Regulations and seek approval from Members for adoption of this version.

2. Background

NALC issued an updated model document of financial regulations in May 2024 and councillors were notified of this by the Town Clerk on 1 July 2024 by email. The document was circulated to members of the Policy and Resources Committee for review at its meeting on 17 July 2024. Various amendments were agreed and the Town Clerk was authorised to make these.

The Finance Officer was asked to update the document accordingly. In doing so and going through the document in detail, some other potential or required amendments were identified including for the approval of bank reconciliations.

3. Amendments to the document

- 3.1 The document has been highlighted in blue where significant amendments have been made.

In particular, paragraph 2.6 has been re-worded to reflect the procedure adopted for the verification of bank reconciliations, approved at the Policy and Resources Committee meeting on 18 September 2023 (Minute 21 recommendation c).

Paragraphs within Section 4 have been amended to reflect the timescales which have applied for this Council in recent years to meet the precepting deadline set by Lichfield District Council.

Paragraphs within Section 5 now incorporate amendments agreed by the Policy and Resources Committee and remove optional sections from the model template. Confirmation is sought that this section is now worded correctly/ as intended.

- 3.2 Sections highlighted in red do not apply and should be deleted from the final version.
- 3.3 Sections highlighted in green are suggested for deletion, as not appropriate, not required or impractical with current resources.

4. Recommendation

That Members approve and adopt the revised Financial Regulations document.

Contact Officer

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Finance Officer

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BURNTWOOD TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) **(for this council the RFO is currently the Finance Officer)** holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;

- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. **The Clerk** shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**

- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At the end of each quarter, including each financial year end, the Chair of the Policy and Resources Committee shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall confirm the reconciliations and the original bank statements (or similar document) by email as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Policy and Resources Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors, **or the Policy and Resources Committee, as appropriate,** any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Policy and Resources Committee at least annually by end October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Policy and Resources Committee.
- 4.3. No later than November each year, the Clerk in conjunction with the RFO and Leader shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the council at least one month before the budget/precept approval meeting.
- 4.6. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy and Resources Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than its January meeting (or the deadline given by the billing authority, Lichfield District Council, if earlier) for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority, Lichfield District Council, no later than its deadline (usually mid or late January)** and make a copy of the agreed annual budget available on its website.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk or Deputy Clerk should verify the lawful nature of any proposed purchase before it is made and, in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £10,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council or relevant committee or committee chair. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, officers shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the appropriate committee and Leader and relayed to the Chair of the council, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement

is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair and Leader as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk or Deputy Clerk.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to hold its current account with Unity Trust Bank. The arrangements shall be reviewed periodically for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk or RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, unless a cheque, credit card or cash payment is necessary or preferable.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular

maintenance contracts and similar items), which the council or Policy and Resources Committee may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the Policy and Resources Committee for information only.

6.9. The Clerk shall have delegated authority to authorise payments in the following circumstances:

- i. any payments of up to £500 excluding VAT, within an agreed budget.
- ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the council or the Policy and Resources Committee.
- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or the Policy and Resources Committee.

6.10. The Deputy Clerk or RFO shall present a schedule of payments requiring authorisation, together with the relevant invoices, to the members nominated as authorisers for online banking. The Policy and Resources Committee shall subsequently review the schedule of payments as part of the agenda for its meeting, for compliance and, having satisfied itself, shall retrospectively authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the agenda for that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the Town Clerk and/or Deputy Clerk and/or RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. No signatory should be involved in approving any payment to themselves.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council.
- 7.4. The Deputy Clerk or RFO shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices or payment details, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Deputy Clerk and RFO an authorised signatory shall set up any payments due before their return.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next Policy and Resources Committee meeting as an attachment to the agenda.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed or approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Policy and Resources Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk, Deputy Clerk and RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories and reported, as usual, to the next meeting of the Policy and Resources Committee.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or the Policy and Resources Committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall only be used when necessary and for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The RFO and Deputy Clerk shall maintain a petty cash account of up to £200 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Policy and Resources Committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be

authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk or RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk and RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk and RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk or RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall be clearly recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the Clerk or RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the Clerk or RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The Clerk or RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be

provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. **The Clerk** shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. **The Clerk shall take account** of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. **The Clerk** shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. **The Clerk** shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. [Charities]

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. **The Clerk and RFO** shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks

arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 30 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Burntwood Town Council

Monday 24 March 2025

Update on income and expenditure compared to budget

1.0 Purpose of Report

1.1 To update the Town Council on its income and expenditure position after 10 months of the financial year.

2.0 Background

2.1 The budget for 2024/25 was approved by Council at its meeting in November 2023, with a virement of £4,000 from Wakes to Christmas events agreed at the July 2024 meeting. Income and expenditure for the first 10 months (83%) of the financial year, April to January, are compared to the budget in the table in Appendix A. The % of budget spent (or % of income received so far) is also shown for each budget item and cost centre.

2.2 At the time of approval of the budget, the Community Ownership Fund (COF) money for the redevelopment of Chase Terrace Community Centre (CTCC) had not been secured and therefore that income and any related expenditure were not included in the budget, thus distorting some comparisons against budget now.

3.0 Key points on income and expenditure and variances from budget

3.1 Total income includes the first instalment (£78,261) of the COF money, which was received in October. As this income was not part of the approved budget, the total income received to end January was well over budget (114.8%). (A second instalment of £101,437 is due imminently in March so income compared to budget will be very high at the end of the financial year). In addition, the precept is paid in full by LDC in late April and no budget is set for CIL money, as it is not predictable and has to be earmarked for certain allowed projects. If these 3 types of income are excluded from the figures, about 95% of other budgeted income had been received by the end of January. In particular, bank and investment interest/dividends, OMC room hire and traffic island sponsorship were all higher than expected. Also, the insurance claim for the damaged and replaced flagpole was received early in this financial year.

3.2 Total expenditure includes the first payment (of just under £80,000) to the contractors for the CTCC redevelopment project, which was not included in the Council's approved budget. Thus, total expenditure was 94.9% of budget by end January. However, when the CTCC project expenditure is excluded from the figures, all other expenditure was 79% of budget by end January, slightly below track.

3.3 Total expenditure also consists of items with various payment patterns across the financial year. Some items are paid in full early in the financial year, such as rates and insurance. Other

items are billed towards the end of the financial year and the figures now include the large annual bill from LDC for contract grounds maintenance, which was received in mid-January. Other expenditure is unevenly spread across the year. For instance, OMC energy includes usage to the end of December and thus does not yet include all the higher winter costs, though still likely to end the financial year under budget. Other expenditure is much more evenly spread across the year, such as staff costs, telephone/broadband, website and IT support.

3.4 The largest spend (normally around half of all expenditure) is on staff costs. That was slightly below expected, at 79% of its budget by end January. The budget estimates allowed for a 6% national pay award but the actual award averaged about 3.6% for Council staff. Also, the Administrative Officer post was vacant until mid-May and has reduced hours per week compared to previously.

3.5 For the Wakes, the net spend for 2024 was about £11,400 so below the budget of £12,800, with income received from sponsorship, donations, grants and pitch fees offsetting a large part of the expenditure. The figures in the table currently include some stall fees paid in advance and some deposits paid for attractions for this summer's Wakes. These will be taken out of the final accounts for the 2024/25 financial year as income and expenditure will be accrued to the correct financial year and these costs relate to an event delivered during the 2025/26 financial year.

4.0 Legal context

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

5.0 Conclusion

5.1 The Council is asked to note the current position against budget. The final accounts for this financial year ending 31st March will be presented to the May meeting.

Contact Officer

Alison James

Finance Officer

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Corporate									
1176 Precept		362,782	385,542	385,542	0			100.0%	
1199 CCLA Interest		13,837	12,333	11,000	(1,333)			112.1%	
1205 Bank Account Interest		1,000	947	400	(547)			236.7%	
1206 CIL income		7,665	3,199	0	(3,199)			0.0%	
	Corporate :- Income	385,283	402,021	396,942	(5,079)			101.3%	0
4998 CIL expenditure		5,856	342	0	(342)		(342)	0.0%	
	Corporate :- Indirect Expenditure	5,856	342	0	(342)	0	(342)		0
	Net Income over Expenditure	379,427	401,679	396,942	(4,737)				
6000	plus Transfer from EMR	5,856	0	0	0				
6001	less Transfer to EMR	7,665	0	0	0				
	Movement to/(from) Gen Reserve	377,618	401,679	396,942	(4,737)				
104 OMCC									
1025 Sundry Income		827	394	750	356			52.6%	
1070 OMCC: Unit Rents		28,717	26,075	31,261	5,186			83.4%	
1071 OMCC: Unit Service Charges		26,077	25,385	30,638	5,253			82.9%	
1072 OMCC: Room Hire		1,568	2,572	500	(2,072)			514.3%	
	OMCC :- Income	57,188	54,426	63,149	8,723			86.2%	0
4019 Employee costs		26,356	23,005	26,740	3,735		3,735	86.0%	
4022 NNDR		7,984	7,984	8,228	244		244	97.0%	
4023 Water Rates		1,579	1,640	1,431	(209)		(209)	114.6%	
4055 Energy		10,862	9,333	24,000	14,667		14,667	38.9%	
4056 Building & Grounds Maintenance		14,830	8,973	11,660	2,687		2,687	77.0%	
4059 Other Supplies and Services		2,151	2,805	3,392	587		587	82.7%	
4180 Professional Fees		700	0	0	0		0	0.0%	
	OMCC :- Indirect Expenditure	64,461	53,741	75,451	21,710	0	21,710	71.2%	0
	Net Income over Expenditure	(7,273)	685	(12,302)	(12,987)				
105 Transport									
4064 Members Travel Expenses		0	0	50	50		50	0.0%	
	Transport :- Indirect Expenditure	0	0	50	50	0	50	0.0%	0
	Net Expenditure	0	0	(50)	(50)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Supplies & Services								
1025 Sundry Income	26	0	0	0			0.0%	
Supplies & Services :- Income	26	0	0	0				0
4019 Employee costs	216,721	181,348	231,364	50,016		50,016	78.4%	
4057 Telephones & Broadband	2,325	2,179	2,900	721		721	75.1%	
4059 Other Supplies and Services	393	1,194	1,166	(28)		(28)	102.4%	
4060 Car Mileage: Employees	373	14	500	486		486	2.9%	
4120 Postage	90	57	200	143		143	28.7%	
4139 Computers & other office equip	12,813	10,613	13,400	2,787		2,787	79.2%	
4170 Subscriptions to other bodies	300	1,513	750	(763)		(763)	201.7%	
4180 Professional Fees	6,437	1,249	2,226	977		977	56.1%	
4211 General office expenses	2,433	2,088	3,180	1,092		1,092	65.7%	
4212 Training & conferences	88	490	2,000	1,510		1,510	24.5%	
4220 Bank Charges	270	195	265	70		70	73.5%	
4221 Insurance	5,496	5,561	6,360	799		799	87.4%	
4234 Audit	1,506	1,961	2,703	743		743	72.5%	
Supplies & Services :- Indirect Expenditure	249,245	208,463	267,014	58,551	0	58,551	78.1%	0
Net Income over Expenditure	(249,219)	(208,463)	(267,014)	(58,551)				
108 Communications								
4171 All communications	4,689	4,711	8,000	3,289		3,289	58.9%	
Communications :- Indirect Expenditure	4,689	4,711	8,000	3,289	0	3,289	58.9%	0
Net Expenditure	(4,689)	(4,711)	(8,000)	(3,289)				
201 Street Lighting								
4055 Energy	957	784	1,855	1,071		1,071	42.2%	
4241 Maintenance	548	530	750	220		220	70.7%	
Street Lighting :- Indirect Expenditure	1,505	1,314	2,605	1,291	0	1,291	50.4%	0
Net Expenditure	(1,505)	(1,314)	(2,605)	(1,291)				
202 Bus Shelters								
4241 Maintenance	283	91	2,500	2,409		2,409	3.6%	
4242 Replacement	3,580	0	0	0		0	0.0%	
Bus Shelters :- Indirect Expenditure	3,863	91	2,500	2,409	0	2,409	3.6%	0
Net Expenditure	(3,863)	(91)	(2,500)	(2,409)				
6000 plus Transfer from EMR	3,580	0	0	0				
Movement to/(from) Gen Reserve	(283)	(91)	(2,500)	(2,409)				

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Christmas Lights & Trees</u>								
4260 General Expenses	2,817	3,418	3,180	(238)		(238)	107.5%	
Christmas Lights & Trees :- Indirect Expenditure	2,817	3,418	3,180	(238)	0	(238)	107.5%	0
Net Expenditure	(2,817)	(3,418)	(3,180)	238				
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	5,950	7,284	6,350	(934)			114.7%	
Traffic Islands :- Income	5,950	7,284	6,350	(934)			114.7%	0
4241 Maintenance	7,329	7,841	7,902	61		61	99.2%	
4304 Signage	418	780	318	(462)		(462)	245.3%	
4306 NNDR: Traffic Islands	195	195	244	49		49	79.8%	
Traffic Islands :- Indirect Expenditure	7,942	8,816	8,464	(352)	0	(352)	104.2%	0
Net Income over Expenditure	(1,992)	(1,532)	(2,114)	(582)				
<u>206 Brighter Burntwood</u>								
4241 Maintenance	944	2,481	1,500	(981)		(981)	165.4%	
Brighter Burntwood :- Indirect Expenditure	944	2,481	1,500	(981)	0	(981)	165.4%	0
Net Expenditure	(944)	(2,481)	(1,500)	981				
<u>207 Flagpole</u>								
1025 Sundry Income	0	990	0	(990)			0.0%	
Flagpole :- Income	0	990	0	(990)				0
4241 Maintenance	2	12	500	488		488	2.4%	
Flagpole :- Indirect Expenditure	2	12	500	488	0	488	2.4%	0
Net Income over Expenditure	(2)	978	(500)	(1,478)				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	862	1,948	1,961	13		13	99.3%	
Coulter Lane Burial Ground :- Indirect Expenditure	862	1,948	1,961	13	0	13	99.3%	0
Net Expenditure	(862)	(1,948)	(1,961)	(13)				
<u>211 Burntwood Town Strategy</u>								
4754 BTS Projects	3,897	1,292	0	(1,292)		(1,292)	0.0%	
Burntwood Town Strategy :- Indirect Expenditure	3,897	1,292	0	(1,292)	0	(1,292)		0
Net Expenditure	(3,897)	(1,292)	0	1,292				

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 Response & Repair Team								
4766 Community repairs - materials	52	711	2,000	1,289		1,289	35.5%	
4767 BURRT vehicle costs	1,500	2,589	2,120	(469)		(469)	122.1%	
Response & Repair Team :- Indirect Expenditure	1,552	3,300	4,120	820	0	820	80.1%	0
Net Expenditure	(1,552)	(3,300)	(4,120)	(820)				
213 Community Events								
1090 Wakes - Pitch Fees	680	740	400	(340)			185.0%	
1100 Wakes Other Income	16,883	9,547	0	(9,547)			0.0%	
1101 Christmas	570	325	0	(325)			0.0%	
1102 Play in the Parks	2,167	3,380	0	(3,380)			0.0%	
Community Events :- Income	20,300	13,992	400	(13,592)			3497.9%	0
4262 Christmas Events	8,373	10,110	10,360	250		250	97.6%	
4390 Wakes (all expenditure)	28,336	22,033	12,800	(9,233)		(9,233)	172.1%	
4398 Markets	7,069	7,761	8,480	719		719	91.5%	
4761 Play in the Parks	8,870	10,346	9,000	(1,346)		(1,346)	115.0%	
Community Events :- Indirect Expenditure	52,648	50,250	40,640	(9,610)	0	(9,610)	123.6%	0
Net Income over Expenditure	(32,348)	(36,258)	(40,240)	(3,982)				
214 Community Development								
1025 Sundry Income	0	1,220	0	(1,220)			0.0%	
Community Development :- Income	0	1,220	0	(1,220)				0
4764 Other Community Projects	1,267	8,321	10,000	1,679		1,679	83.2%	
Community Development :- Indirect Expenditure	1,267	8,321	10,000	1,679	0	1,679	83.2%	0
Net Income over Expenditure	(1,267)	(7,101)	(10,000)	(2,899)				
6000 plus Transfer from EMR	767	0	0	0				
Movement to/(from) Gen Reserve	(500)	(7,101)	(10,000)	(2,899)				
215 SCAMP								
4550 SCAMP: Maintenance	0	32	250	218		218	12.8%	
SCAMP :- Indirect Expenditure	0	32	250	218	0	218	12.8%	0
Net Expenditure	0	(32)	(250)	(218)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301	<u>Civic Expenses</u>								
1062	Fundraising	279	641	0	(641)			0.0%	
	Civic Expenses :- Income	279	641	0	(641)				0
4360	Chairman's Expenses	0	0	60	60		60	0.0%	
4361	General Expenses	83	127	212	85		85	59.9%	
4368	Fundraising - Exps/Distribn	720	869	0	(869)		(869)	0.0%	
	Civic Expenses :- Indirect Expenditure	803	996	272	(724)	0	(724)	366.0%	0
	Net Income over Expenditure	(524)	(355)	(272)	83				
6000	plus Transfer from EMR	720	0	0	0				
6001	less Transfer to EMR	279	0	0	0				
	Movement to/(from) Gen Reserve	(83)	(355)	(272)	83				
302	<u>Better Burntwood incl. grants</u>								
4416	Better Burntwood expenditure	22,770	22,819	27,560	4,741		4,741	82.8%	
4417	External grant expenditure	0	0	5,000	5,000		5,000	0.0%	
4760	S Sutton Bursary/Youth award	2,000	0	1,000	1,000		1,000	0.0%	
	Better Burntwood incl. grants :- Indirect Expenditure	24,770	22,819	33,560	10,741	0	10,741	68.0%	0
	Net Expenditure	(24,770)	(22,819)	(33,560)	(10,741)				
6000	plus Transfer from EMR	1,000	0	0	0				
	Movement to/(from) Gen Reserve	(23,770)	(22,819)	(33,560)	(10,741)				
310	<u>Election Expenses</u>								
4701	Election Expenses	19,544	0	10,600	10,600		10,600	0.0%	
	Election Expenses :- Indirect Expenditure	19,544	0	10,600	10,600	0	10,600	0.0%	0
	Net Expenditure	(19,544)	0	(10,600)	(10,600)				
6000	plus Transfer from EMR	9,544	0	0	0				
	Movement to/(from) Gen Reserve	(10,000)	0	(10,600)	(10,600)				
401	<u>Burntwood Cemetery</u>								
1000	Burial Fees/Licences/Headstone	40,356	25,384	29,680	4,297			85.5%	
1001	Memorial wall plaques	82	261	100	(161)			261.0%	
	Burntwood Cemetery :- Income	40,438	25,645	29,780	4,136			86.1%	0
4019	Employee costs	3,908	3,397	4,092	695		695	83.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4163 General Office Expenses	541	612	423	(189)		(189)	144.7%	
4810 Gravedigging	7,080	5,050	4,770	(280)		(280)	105.9%	
4820 NNDR: Burntwood Cemetery	1,493	1,643	1,537	(106)		(106)	106.9%	
4863 Other Maintenance and Services	4,952	4,539	5,300	761		761	85.6%	
4864 Grounds maintenance	9,700	12,640	7,950	(4,690)		(4,690)	159.0%	
Burntwood Cemetery :- Indirect Expenditure	27,674	27,880	24,072	(3,808)	0	(3,808)	115.8%	0
Net Income over Expenditure	12,764	(2,236)	5,708	7,944				
501 Capital Expenditure								
4903 CTMC purchase	240,000	0	0	0		0	0.0%	
Capital Expenditure :- Indirect Expenditure	240,000	0	0	0	0	0		0
Net Expenditure	(240,000)	0	0	0				
502 Chase Terrace Community Centre								
1079 CTCC room hire & other income	83	1,096	13,500	12,404			8.1%	
Chase Terrace Community Centre :- Income	83	1,096	13,500	12,404			8.1%	0
4022 NNDR	0	0	4,000	4,000		4,000	0.0%	
4023 Water Rates	0	166	0	(166)		(166)	0.0%	
4055 Energy	41	706	0	(706)		(706)	0.0%	
4065 CTCC cleaning & maintenance	1,021	728	4,000	3,272		3,272	18.2%	
4066 CTCC administration	0	0	4,500	4,500		4,500	0.0%	
4221 Insurance	0	96	1,000	904		904	9.6%	
Chase Terrace Community Centre :- Indirect Expenditure	1,062	1,695	13,500	11,805	0	11,805	12.6%	0
Net Income over Expenditure	(979)	(600)	0	600				
503 CTCC redevelopment project								
1130 Community Ownership Fund	0	78,261	0	(78,261)			0.0%	
CTCC redevelopment project :- Income	0	78,261	0	(78,261)				0
4010 COF project expenditure	0	80,358	0	(80,358)		(80,358)	0.0%	
CTCC redevelopment project :- Indirect Expenditure	0	80,358	0	(80,358)	0	(80,358)		0
Net Income over Expenditure	0	(2,097)	0	2,097				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	509,547	585,575	510,121	(75,454)			114.8%	
Expenditure	715,403	482,279	508,239	25,960	0	25,960	94.9%	
Net Income over Expenditure	(205,856)	103,296	1,882	(101,414)				
plus Transfer from EMR	21,466	0	0	0				
less Transfer to EMR	7,944	0	0	0				
Movement to/(from) Gen Reserve	(192,334)	103,296	1,882	(101,414)				

Burntwood Town Council

Monday 24 March 2025

Earmarking of reserves at financial year end

1.0 Purpose of Report

1.1 To explain the need for Council to review the level of Earmarked Reserves (EMRs) towards the end of the current financial year 2024/25 and to decide on any additions to, or releases from, those Earmarked Reserves.

2.0 Background

2.1 Unless alternative decisions are taken, any unspent income at the end of the financial year is put into General Reserves. However, funds can be designated to cover specific projects or to cover other expenditure, such as significant building or cemetery maintenance and these funds are known as Earmarked Reserves.

2.2 It is recommended practice to review Earmarked Reserves towards the end of the financial year so that any transfers can be included in the final accounts. Any additions or releases can be agreed in principle, with the exact amounts subject to confirmation of final income and expenditure against budget.

2.3 The Practitioner's Guide, setting out proper practices for governance and accounts for smaller authorities, states that:

There is, in practice, no upper or lower limit to EMRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting) and should be separately identified and enumerated.

2.4 The Internal Auditor commented in her report last year that some of the Earmarked Reserves had not changed for several years and, if that remained the case at the end of the current financial year, might warrant comment in her next report. A review was carried out by the Policy and Resources Committee and its recommendations after the September meeting were approved by Council at its November 2024 meeting. The balances in each EMR after that review are given in the 3rd column of Appendix 6A and are followed by suggested transfers at financial year end.

3.0 Suggested additions and releases for Council decision

3.1 Funds raised for charity during this financial year should not go into General Reserves but be earmarked for distribution to charity next financial year.

3.2 Similarly CIL money should be earmarked, as it can only be spent on certain specific items. As there is a time limit on spending CIL, it is suggested that the CIL income received this year is

put into the EMR and the earliest remaining CIL is taken from the EMR to cover any CIL expenditure this financial year.

3.3 Two instalments of Community Ownership Fund money, totalling just under £180,000, have been (or will imminently be) received for the works at Chase Terrace Community Centre. A significant proportion of this money will not have been spent by the end of this financial year and should therefore be put into a new Earmarked Reserve. Then the remaining project expenditure next financial year can be covered from that EMR, as it will not be covered by next financial year's budget.

3.4 As has been the case for several years, it is suggested that the unspent budget for Election Expenses is added to the existing Earmarked Reserve to build funds to cover any future elections, particularly the next parish elections.

3.5 No budget was set for the Town Strategy for 2024/25, with the intention of using the existing Earmarked Reserve to cover any spend this year. It is therefore suggested that transfer is made from the EMR.

3.6 Any unspent 2024/25 budget for the Better Burntwood Fund could be transferred into the Earmarked Reserve. However, the EMR already contains a large sum and a further addition without a firm spending plan could be questioned by the auditor. So, the Council is asked to decide whether a transfer should be made.

3.7 Council is also asked to decide whether any underspend on Events this financial year is to be added to the Earmarked Reserve for Significant Events.

4.0 Legal context

4.1 The Accounts and Audit Regulations require effective financial management by smaller authorities. It is recommended practice that Earmarked Reserves are reviewed at the end of the financial year and that General Reserves give a level of cover of between 3 and 12 months of revenue expenditure (with councils of this size expected to be nearer 3 months).

5.0 Conclusion

5.1 The Council is asked to consider the suggestions made in the final column of Appendix 6A and approve any additions to, or releases from Earmarked Reserves for inclusion in the final 2024/25 accounts. In particular, decisions are needed on whether to make any transfers into the EMRs for the Better Burntwood Fund and Significant Events.

Contact Officer

Alison James

Finance Officer

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BURNTWOOD TOWN COUNCIL

EARMARKED RESERVES - PROPOSALS TO COUNCIL FOR FURTHER TRANSFERS AT YEAR END 2024/25

DESCRIPTION	RECOMMENDATIONS TO COUNCIL AFTER SEPTEMBER P&R MEETING	BALANCES AFTER COUNCIL APPROVAL 12/11/2024	POTENTIAL EARMARKING AT YEAR END 31/03/2025 (Where earmarking is dependent on unspent budget, principle of earmarking should be approved and exact amount finalised on completion of annual accounts)
EARMARKED CAPITAL RESERVES:			
1. BURNTWOOD CEMETERY	No change	77,412	Suggest no change
TOTAL EARMARKED CAPITAL RESERVES		77,412	
EARMARKED REVENUE RESERVES:			
2. ELECTIONS	No change	38,162	Suggest add 2024/25 budget (currently unspent) of £10,600
3. TOWN STRATEGY	Leave unchanged pending review of the Town Strategy	79,752	No budget set so suggest take 2024/25 spend (currently £1,292) from this reserve.
4. BETTER BURNTWOOD FUND	Re-title to Better Burntwood Fund only; add transfer from Brighter Burntwood	92,013	Unspent 2024/25 budget could be added to this reserve (currently £4,741)
5. STEPHEN SUTTON BURSARY/YOUTH GRANTS	No change	3,000	Agreed previously that second award this year (only 1 award included in budget) would be taken from this reserve
6. NEIGHBOURHOOD PLAN	No change	15,250	Suggest no change
7. OLD MINING COLLEGE	No change	59,736	Suggest no change
8. DEFIBRILLATORS	Move all to SCAMP Maintenance (and remove this Earmarked Reserve)	0	
9. CHARITY FUNDRAISING	Re-title to Charity Fundraising only; retain balance for Charity donation	272	Should add any fundraising money received during 2024/25 (£641 so far, from last April's quiz night etc.)
10. SCAMP: MAINTENANCE & POSSIBLE ENHANCEMENTS	Re-title to SCAMP Maintenance & Possible Enhancements. Increase with transfer from Defibrillators only.	965	Suggest no change
11. SIGNIFICANT EVENTS	Re-title as Significant Events. Reduce to £15,000 with difference of £11,838 being released to General Reserves	15,000	Could be left unchanged <u>or</u> any Events budget underspend for 2024/25 could be added to this reserve
12. CIL MONEY	No change	18,445	CIL money needs to be earmarked, as can only be spent on specific items. Add CIL income received this year (£3,199) and take CIL spend (£342 so far) from this reserve so that the earliest CIL income is effectively spent first (due to time limit on spend).
13. SKATE PARK REPLACEMENT	No change	20,000	Suggest no change
14. BUS SHELTERS	Release to General Reserves (and remove this Earmarked Reserve)	0	
15. STREET LIGHTING	No change	2,495	Suggest no change
16. PUBLIC CONVENIENCES	Remove this Earmarked Reserve	0	
17. BRIGHTER BURNTWOOD	Move all to Better Burntwood Fund (and remove this Earmarked Reserve)	0	
18. CHASE TERRACE COMMUNITY CENTRE (NEW)			Any Community Ownership Fund money not spent by year end should be earmarked in a new reserve
TOTAL EARMARKED REVENUE RESERVES		345,089	
TOTAL EARMARKED CAPITAL AND REVENUE RESERVES	Net decrease of £17,552 (£11,838 and £5,714 released to General Reserves)	422,501	
GENERAL RESERVES	Net increase of £17,552 (£11,838 and £5,714 released to General Reserves)	123,043	

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 13 JANUARY 2025 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

Ms Minor, Deputy Clerk
One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

45. APOLOGIES FOR ABSENCE

Councillor Hancox (Unwell)

The reason for the apology was approved.

46. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

47. MINUTES

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

Councillor P Taylor referred to Minute Nos. 44 (11 December 2024) and 38 (11 November 2024) in respect of BuRRT and confirmed that he had not had an opportunity to discuss this with the Town Clerk so this was still ongoing.

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 11 December 2024 (Minute Nos. 39-44) be approved as a correct record.

48. INFORMATION FROM THE MINUTES

**PLANNING APPLICATION 24/00718/FULM
LAND TO THE SOUTH OF CANNOCK ROAD, CHASE TERRACE**

FULL PLANNING APPLICATION FOR THE DEVELOPMENT OF 51 NO. RETIREMENT APARTMENTS (USE CLASS C3) INCLUDING A NEW VEHICULAR ACCESS, NEW PEDESTRIAN ACCESSES, CARPARKING, LANDSCAPING AND ASSOCIATED INFRASTRUCTURE

Councillor Flanagan informed Members that planning application 24/00718/FULM had been refused by the Local Planning Authority on 05 November 2024 (Decision Notice received on 16 December 2024) for the following reasons:

1. The development, by virtue of it proposing a wholly residential scheme with no other uses integrated, fails to be acceptable in principle due to undermining the aspirations of the Local Plan Strategy and Burntwood Neighbourhood Plan. The driving intention and purpose of policy Burntwood 3 within the Local Plan Strategy and Policy B1 within the Burntwood Neighbourhood Plan is to strive to achieve the delivery of mixed-use developments within the allocated Town Centre, with a view of improving the presently inadequate retail, leisure and community services, facilities, and employment provision available to existing residents, businesses, and visitors to Burntwood. The development proposes as a wholly residential scheme with no retail, leisure, or community elements, and would consequently undermine the intentions of these policies by placing further pressure on the existing inadequate facilities and services, and effectively eliminating a significant part of the site from delivery of policy compliant development. The Council finds that the adverse impacts of permitting this policy conflict, when considered cumulatively with the harm arising from the absence of any necessary financial contributions necessary to mitigate the development's impact on highway and healthcare infrastructure, as well as the absence of either on-site affordable housing or agreements to pay a commuted sum to provide affordable housing elsewhere within Burntwood to meet the Council's significant shortfall, together with harm identified in other reasons for refusal as given below, are not significantly and demonstrably outweighed by the substantial benefits of approving the development, including the economic benefits and addressing the evidenced shortfall in older persons housing within the district and Burntwood. Therefore, the development is considered to be unacceptable in principle, conflicting with policies Burntwood 1, Burntwood 2 and Burntwood 3 of the Lichfield Local Plan Strategy and Policies B1 (Burntwood Town Centre) and B2 (Improving the Environment of Burntwood Centre) of the 'Made' Burntwood Neighbourhood Plan 2021.
2. The development, by virtue of its scale, design, and finish/appearance, fails to protect and enhance the character of the site and wider Burntwood Town Centre and settlement as a whole. The development proposes a building of substandard design, featuring walls of notable proportions which fail to be broken up by interesting and necessary architectural detailing, other than contrasting brickwork. This results in bland, expansive elevations which, in highly visible locations, have poor masonry to opening ratios, resulting in featureless, imbalanced walls that will detract from the quality of the public realm within this important strategic location. The development is therefore considered to conflict with policies Core Policy 3 (Delivering Sustainable Development) and Policy BE1 (High Quality Development) of the Lichfield District Local Plan Strategy, Policies B1 (Burntwood Town Centre) and Policy B5 (Enhancing the identity and distinctiveness of local neighbourhoods) of the 'Made' Burntwood Neighbourhood Plan 2015, and Section 12 (Para 135) of the National Planning Policy Framework.
3. The development, by virtue of being supported by deficient information concerning noise impacts, fails to demonstrate that it would not harmfully disrupt the amenities of neighbouring residential properties. The accompanying noise impact assessment is deficient in information that is necessary to ascertain whether the development can be constructed and implemented as proposed without resulting in unacceptable noise levels and disturbances being experienced by

residents of the proposed apartment complex. Therefore, the development fails to comply with Core Policy 3 (Delivering Sustainable Development) and Policy BE1 (High Quality Development) of the Lichfield District Local Plan Strategy and Section 12 (Para 135(f) of the National Planning Policy Framework.

4. The development, by virtue of being supported by deficient information concerning flood risk mitigation and drainage, fails to demonstrate that an acceptable flood risk mitigation and drainage strategy can be achieved that does not risk the safety and well-being of the existing site or residents in dwellings and occupiers of businesses in the immediate vicinity of the site. The accompanying flood risk and drainage information is deficient in various essential, pre-determinative information that is necessary to enable the Council to appraise the risks of harm to neighbouring residents and the existing business and confirm a satisfactory flood risk mitigation and drainage scheme is achievable. Therefore, the development fails to comply with Core Policy 3 (Delivering Sustainable Development) of the Lichfield Local Plan Strategy and Section 14 (Para 173(b & c)) of the National Planning Policy Framework.
5. The development would result in harm to the integrity of the Cannock Chase Special Area of Conservation through additional recreational pressure arising from the scheme. In the absence of bespoke mitigation or a signed Unilateral agreement to secure necessary financial mitigation towards the Cannock Chase Special Area of Conservation Delivery Implementation Plans (DIPs) the harm is unacceptable and the development fails to conform with Policies CP13 (Our Natural Resources) and NR7 (Cannock Chase Special Area of Conservation) of the Lichfield Local Plan Strategy, the Developer Contributions SPD, the Conservation of Habitats and Species Regulations 2017 and the National Planning Policy Framework.

**PLANNING APPLICATION 24/01015/FUL
REAR OF 13 HIGH STREET, CHASETOWN
DEMOLITION OF EXISTING STORAGE BUILDINGS AND ERECTION OF 3 NO. 1 BEDROOM BUNGALOWS**

Councillor Flanagan informed Members that the application had been withdrawn on 23 December 2024.

49. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|---|--|
| (a) | 24/01299/FUL | Chasetown | Mrs Christie
Chasetown Methodist Church
Queens Drive
Burntwood | Siting of a storage container for the storage of food and associated equipment for use by the Burntwood Foodbank |
| | | | | No objection. |
| (b) | 24/01353/FUH | Chasetown | Mr Dynarowski
14 New Street
Chasetown | Demolish existing side extension, construct new single storey extension with |

flat orangery style
roof with roof lantern

No objection.

(c)	24/01382/FUH	Chasetown	Mr Ricketts 93 Birch Avenue Burntwood	Two storey side extension to form kitchen and bedroom
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No objection.

50. BuRRT UPDATE

Councillor Flanagan referred to Page 1 of the Report and in particular the work undertaken by BuRRT in relation to the missing defibrillator and the replacement thereof. Councillor D Ennis explained that on this occasion the ambulance crew had taken away the defibrillator and we needed to follow a process to get it back.

Councillor Flanagan referred to Page 2 of the Report and in particular the work undertaken by BuRRT in relation to the damage caused to trees and the wall by the recent storms at Coulter Lane Cemetery. He asked if the trees were recently inspected. Councillor D Ennis explained that the trees were inspected/surveyed every three years and this was currently going through an insurance claim. Councillor P Taylor felt that this was another example of how situations can be dealt with quickly as the Town Council has the resources to do so.

RESOLVED That the report of activities be noted.

(The Meeting closed at 6.11 pm)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 05 FEBRUARY 2025 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

51. APOLOGIES FOR ABSENCE

Councillor Bacon (Unwell)
Councillor Bullock (Work Commitments)
Councillor Hancox (Family Emergency)
Councillor S Taylor (Unwell)

The reasons for the apologies were approved.

52. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

Councillor Flanagan declared a disclosable non pecuniary interest in planning application 25/00049/FUH – 4 Farewell Lane as he knows the applicant as she is known to him.

Councillor D Ennis declared a disclosable non pecuniary interest in planning application 25/00049/FUH – 4 Farewell Lane as he knows the applicant as she is known to him.

Councillor L Ennis declared a disclosable non pecuniary interest in planning application 25/00049/FUH – 4 Farewell Lane as she knows the applicant as she is known to her.

Councillor Gittings declared a disclosable non pecuniary interest in planning application 25/00049/FUH – 4 Farewell Lane as she knows the applicant as she is known to her.

Councillor P Taylor declared a disclosable non pecuniary interest in planning application 25/00049/FUH – 4 Farewell Lane as he knows the applicant as she is known to him.

53. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 13 January 2025 (Minute Nos. 45-50) be approved as a correct record.

54. INFORMATION FROM THE MINUTES

There was no information from the Minutes.

55. PLANNING APPLICATIONS

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

(a)	25/00049/FUH	Highfield	Ms Smith 4 Farewell Lane Burntwood	Single and first floor rear extension to form bedroom and sun lounge
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No comment (as the majority of Members present had declared a disclosable non pecuniary interest in the application).

56. BuRRT UPDATE

RESOLVED That the report of activities be noted.

57. FINANCIAL SCRUTINY OF BuRRT

Councillor Flanagan explained that following the debate at Full Council on 20 January 2025, where it had been resolved that an agenda item would be added to this Committee meeting to discuss and debate the financial scrutiny of the Burntwood Repair and Response Team (BuRRT) and where necessary, report back to Full Council.

Members referred to previous discussions in particular the Committee meeting held on 11 November 2024 (Minute No. 38 refers) where it was agreed that the Town Clerk be asked to provide information regarding savings made (ballpark figure).

Councillor P Taylor felt that the objection was not to scrutinise staff (not question the financial outcome of BuRRT which was good for Burntwood) but to ascertain a rough idea on how much had been saved by undertaking the tasks internally.

Councillor L Ennis stated that if the Town Clerk (not the Burntwood Repair and Response Team staff) had been asked to provide information then this should be done as a, perhaps, one off. She felt that a quotation could be obtained from an external source.

Councillor P Taylor referred to the time saved with regard to the incidents at the Library and Coulter Lane Burial Ground where BuRRT had attended.

Councillor D Ennis referred to the monetary value of BuRRT when undertaking the defibrillator checks. He explained that there is no documented monetary value but confirmed this is of massive benefit to the Town, which was wholeheartedly agreed. It was **agreed** that working out the financial benefit is not feasible and that the BuRRT update (report of activities) is still to be provided and this would be questioned, as necessary.

(The Meeting closed at 6.16 pm)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 05 MARCH 2025 COMMENCING AT 6.02 PM**

PRESENT

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

In attendance

Ms Minor, Deputy Clerk
One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

58. APOLOGIES FOR ABSENCE

Councillor Bullock (Work Commitments)
Councillor Flanagan (Family Commitments)

The reasons for the apologies were approved.

59. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

60. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 05 February 2025 (Minute Nos. 51-57) be approved as a correct record.

61. INFORMATION FROM THE MINUTES

**Planning Application 24/01083/COU
Change of use of land from equestrian to residential use (retrospective)
Land adj 238 Chorley Road, Burntwood**

Councillor Gittings referred to the above application and following this Committee's objection (OBJECTION. Members felt that the change of use of the land from equestrian to residential use would detract from the openness, character, and

permanence of the Green Belt) Members were informed that the application had been determined by Lichfield District Council's Planning Committee on 03 March 2025 with a recommendation to approve the application.

Members indicated that according to Lichfield Live the application had been approved even though Members of Lichfield District Council's Planning Committee had raised concerns over the potential for development on the land, a planning officer had reassured them that restrictions on the new application would give the authority control over any future proposals on the site.

Chase Terrace Signage

The Deputy Clerk referred to Minute No. 37 (11 November 2024 refers) and the discussions which had taken place regarding the signage at Ironstone Road and the missing letter "E". The Deputy Clerk confirmed that a new sign would still be funded as part of LDC's High Street project (funded by the UK Shared Prosperity Fund) but would not contain the Town Council's logo however it may be possible to have a 'trough' attached to the sign and this could form part of the Town Council's Brighter Burntwood Initiative.

62. PLANNING APPLICATIONS

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

- | | | | |
|-----|---------------|--|--|
| (a) | 25/00012/FULM | Mega Fortis (UK) Limited
Burntwood Business Park
Zone 3, Unit 16
Cinder Road
Burntwood | External alterations to existing B2/B8 industrial unit, including creation of mezzanine floor, relocated entrance doors, new externally mounted plant, electric vehicle charging points and canopy over loading bays |
|-----|---------------|--|--|

No objection in principle however the Local Planning Authority to ensure that the comments made by Staffordshire County Council (Highways), Staffordshire Police and Joint Waste Officer LDC are adhered to.

- | | | | | |
|-----|--------------|---------------|--|--|
| (b) | 24/00750/FUL | Chase Terrace | Mr Morrell
24 Holly Grove Lane
Burntwood | Erection of a 1 bedroom detached dwelling and associated works
(amended plans) |
|-----|--------------|---------------|--|--|

OBJECTION. The proposed development will, due to its siting and location, have a detrimental impact on the street scene. It will reduce the openness and amenity of the location thus changing the open plan character of the street. Members felt that the plans provided were not of a suitable standard.

- | | | | | |
|-----|--------------|-----------|---|--|
| (c) | 25/00143/FUH | Chasetown | Mr Mason
217 Brownhills Road
Norton Canes | Extension and alteration of dwelling to create first floor accommodation |
|-----|--------------|-----------|---|--|

No objection in principle as long as the Local Planning Authority is satisfied that the proposal complies with Green Belt criteria.

- | | | | | |
|-----|---------------|----------------------------------|--|--|
| (d) | 25/00150/FUH | Boney Hay
and Central | Ms Robinson
5 Oregon Gardens
Burntwood | Single storey rear
extension to create study |
| | No objection. | | | |
| (e) | 25/00126/FUH | Gorstey Ley | Mr Love
10 Church Road
Burntwood | Erection of a first-floor
extension above garage |
| | No objection. | | | |
| (f) | 25/00169/FUH | Summerfield
and All
Saints | Mr Greene
26 Nailers Drive
Burntwood | Various landscaping
works to rear garden
including associated
earthworks
(retrospective) |
| | No objection. | | | |

63. BURRT UPDATE

RESOLVED That the report of activities be noted.

(The Meeting closed at 6.24 pm)

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 22 JANUARY 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)

Councillors Coe MBE, D Ennis, R Ennis, Gittings, P Taylor, S Taylor Tranter, and Willis-Croft

In attendance

Ms J Minor, Deputy Clerk

Ms K Horner, Community Development and Engagement Officer

PUBLIC FORUM

No questions were raised by members of the public.

39. APOLOGIES FOR ABSENCE

Councillor Kirkham (Family Commitments)

Councillor Wittstock (Unwell)

The reasons for the apologies were approved.

40. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor P Taylor declared an interest in Agenda Item 6 - Better Burntwood Fund and in particular the application received from Revive Staffordshire CIC as he had offered advice to the applicant on how to set up a Community Interest Company and took no part in the decision.

41. 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.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 07 November 2024 (Minute Nos. 26-34) be approved as a correct record.

42. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

43. COMMUNITY ENGAGEMENT

The Community Development and Engagement Officer informed Members that she had met with the Active 60s group, Members of Burntwood (MOB) and Lichfield Repair & Share Café after feedback from the previous meeting from Members. She discussed alternative funding options, and gave advice and information on promotion, and available venues across the town. She explained that the Active 60s group have around 25 members and are operating a waiting list. They have met at the library for many years and are happy with this venue as it's a central location and convenient for those who attend.

Previously the Committee had asked for information about the Members of Burntwood's banking arrangements as their funds are currently held by Christ Church. Community Development and Engagement Officer informed Members that this is a historic agreement as MOB were originally set up by Christ Church, however they have their own separate budget line within the church's finances. The group is not religiously affiliated and is open to both men and women.

Burntwood Lions White Goods Scheme

Community Development and Engagement Officer explained that the Burntwood Lions continue to operate the White Goods Scheme successfully, however they have faced challenges with their budget running out quite quickly due to the cost-of-living crisis increasing demand for the service, and the cost of white goods also going up.

Working with the Burntwood Lions and Bromford, the Community Development and Engagement Officer explained that she has supported them to complete a funding application to one of Bromford's regular contractors community funds for £12,000 over 3 years, which alongside the Town Council's contribution of £4,000 per year, would double their funds for this scheme. The Lions are awaiting an outcome, and the Community Development and Engagement Officer will continue to support them to seek alternative funding should this bid not be successful.

Ecotherapy Group

Community Development and Engagement Officer explained that Burton and District Mind are tenants at the Old Mining College and as part of their commissioned project that Burntwood Town Council have funded, are looking to run an ecotherapy group for people with mental health conditions.

Mind have identified a space in the garden at the Old Mining College where additional raised beds could be installed and have received a small amount of external funding to cover their cost and have been working with the Community Development and Engagement Officer to plan this project.

The availability of ecotherapy in Burntwood will be an added provision for people experiencing mental health conditions, and the Community Development and Engagement Officer and Keri Lawrence from Burton and District Mind will also be meeting with Daniella Parker from Burntwood Be A Friend (BBAF) to ensure that there is a referral pathway from the ecotherapy group to BBAF's Community Garden project.

Burntwood Litter Heroes

The Community Development and Engagement Officer explained that she has worked with the Burntwood Litter Heroes to assist them with creating some promotional material for their group. They are looking for more volunteers to help them keep the town tidy.

Annual Dementia Friendly Walk

The Community Development and Engagement Officer confirmed that the Dementia Walk which was postponed in the autumn has been rearranged with the Dementia Friendly Burntwood group and will now be held on Sunday 18th May. Plans for the walk are ongoing.

Defibrillators

Referring to previous discussions, Councillor D Ennis informed Members that a defibrillator had been installed at Housing 21, Smalley Court and following the Friends of Burntwood Park meeting held on 17 January 2025 he had been approached regarding the installation of a defibrillator in Burntwood Park. It was hoped that by the end of 2025 there would be 17 maintained Parish Council defibrillators.

Friends of Burntwood Park

Councillor P Taylor confirmed that he had attended the Friends of Burntwood Park meeting held on 17 January 2025. He informed Members that Burntwood Park had been submitted for Green Flag accreditation emphasising that 'consultation' was one of the steps. The next meeting will be held on 25 February 2025.

Burntwood Memorial Hall

Councillor P Taylor informed Members that the monthly cinema had seen a drop in members of the public attending by the end of 2024 however for the cinema showing in January the attendance had increased. He said that the monthly cinema could not afford not to be self-supporting. Councillor P Taylor informed Members that it was Burntwood Gardening Guild's 50th Anniversary Celebration in March 2025.

Magnolia Friends

Councillor Evans informed Members that she along with Councillor P Taylor had attended Magnolia Friends' 1st Birthday Celebration on 16 January 2025.

44. BETTER BURNTWOOD FUND

44.1 Burntwood Family History Group

Councillor P Taylor liked the fact that not just Burntwood residents would be benefiting from the grant as the Group had members throughout the world researching their ancestors.

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

RESOLVED That a grant of £349.98 be awarded to Burntwood Family History Group towards the purchase of Ancestry Worldwide Membership (18 April 2025 – 17 April 2026) and Find My Past UK 12 Month Premium Membership (29 April 2025 – 28 April 2026).

44.2 Chasetown Youth Section

Councillor D Ennis stated that he was supportive of grassroots football however there was currently 78 teams associated with Chasetown Football Club (all with separate bank accounts) and his only concern was what would happen if all of the teams applied for funding from the Town Council. What Chasetown Football Club do in the community is phenomenal.

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

RESOLVED That a grant of £500 be awarded to Chasetown Youth Section towards the purchase of bibs, cones, and footballs.

44.3 Revive Staffordshire CIC

Councillor P Taylor explained that he had worked with the applicant in the past and had offered advice on setting up a Community Interest Company. Having declared an interest Councillor P Taylor took no part in the decision.

Councillor D Ennis felt that it was good to see a business on the High Street and he was always supportive of new businesses.

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

RESOLVED That a grant of £500 be awarded to Revive Staffordshire CIC towards 12 weeks of yoga teacher salary and marketing flyers (design and Print).

44.4 Midland Soccer Academy

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

RESOLVED That a grant of £500 be awarded to Midland Soccer Academy towards the replacement of crossbars, 9 a-side goal nets and corner flags subject to the receipt of a copy of their constitution, recent statement of accounts and confirmation of where the equipment will be used.

44.5 Burntwood St Matthews Cricket Club

Members felt that the cricket club offered grassroots cricket compared to Hammerwich Cricket Club which were more semi-professional.

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

RESOLVED That a grant of £500 be awarded to Burntwood St Matthews Cricket Club towards the purchase of mobile cricket net.

44.6 Burntwood WI

Councillor P Taylor reminded Members of the previous grant given to Chase Terrace Academy and Burntwood Action Group to support Burntwood Action group in the production of poppies for the community Armistice display in Princes park (07 September 2023 refers).

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

RESOLVED That a grant of £350 be awarded to Burntwood WI towards the purchase of fabrics and banners.

45. WHITE RIBBON SUPPORTER ORGANISATION

Members referred to the Motion proposed by Councillor Coe MBE at Lichfield District Council on 10 December 2024, which was unanimously supported by LDC Members. As Chair of the Town Council she had raised the idea of the Town Council supporting this work by becoming a White Ribbon Supporter Organisation, enabling Members and Officers to raise awareness at a town level in support of the district's wider efforts.

Councillor Coe MBE revealed her own story of surviving domestic abuse and even though she can appreciate that things are very different now there is still a long way to go - there is still domestic and sexual abuse in the Lichfield District.

Councillor P Taylor confirmed that he was one of the District Councillors who voted for the Motion and he felt that the landscape had changed over the year however this was practical steps to take not just awareness.

Councillor D Ennis stated that he was massively supportive of this however we were not where we should be, there was work to be done.

Councillor Willis-Croft asked if there was examples of what we needed to be aware of and Councillor Coe MBE stated that there was many examples of domestic abuse e.g. misuse of alcohol and/or drugs, having grown up in an abusive household etc.

Councillor Coe MBE confirmed that following the Motion she had spoken to the Chief Executive regarding training for Councillors and staff and she was happy to offer this to Town Councillors and staff. Members were informed that Yvonne James, Principal Community Safety Officer, LDC was leading on this matter and had set up a Steering Group.

Councillor Gittings asked if this could be linked into schools and perhaps, we could reach out to them for Councillor Coe MBE to be a guest speaker. Referring to Erasmus Darwin Academy, Councillor R Ennis confirmed that every new term there is a safeguarding assembly for 7–13-year-olds.

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

RESOLVED That

- a. The content of the report be noted.
- b. Burntwood Town Council register as a White Ribbon Supporter Organisation and instruct the Community Development and Engagement Officer to start the process in junction with Councillor Coe MBE with a view to reporting back on progress made.
- c. A one-off fee of £175 be agreed.

46. INFORMAL UPDATE ON THE WAKES FESTIVAL 2025

Members were informed that the Burntwood Wakes Festival Organising Group had met twice (10 November 2024 and 21 January 2025) to discuss the 2025 event. The Organising Group consisted of different partners e.g. LDC, Tara Group, Lichfield Garrick Theatre etc.

Following the Organising Group held on 21 January 2025, the Deputy Clerk explained that the quotations obtained have moved to items booked, charity and community groups have been contacted as well as food traders.

47. INFORMAL UPDATE ON THE PLAY IN THE PARKS 2025

The Deputy Clerk confirmed that Platinum Boxing Club (Redwood Park) and Burntwood Leisure Centre have now agreed to host an event. She confirmed that she had emailed the scouts with regard to Burntwood Park.

Councillor D Ennis confirmed that the newly established Friends of Burntwood Park could be involved and suggested that, even though we had used St Matthews Cricket Club previously, this could be another opportunity to use the ground again.

48. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2025

The Deputy Clerk updated Members and Councillor P Taylor stated that the Bells Lane event held on Monday 25 November 2024 had been well attended and perhaps we could add an additional activity for this event in 2025.

49. BURNTWOOD MARKET

Councillor D Ennis felt that this was the right time to start the procurement process and the market provides the Town Council with a presence and a platform for community engagement .

Referring to VE Day 80th Anniversary, the Deputy Clerk suggested that the Burntwood Market to be held on Sunday 11 May could be themed accordingly. The themed event could include singing acts, bunting, Lichfield Garrick Theatre etc. It was **agreed** that the Deputy Clerk would liaise with the Chair and Vice-Chair of the Committee following receipt of further quotations etc.

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

RESOLVED That the Town Clerk be instructed to start the procurement process for the Burntwood market.

50. 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.

51. CONFIDENTIAL 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.

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

RESOLVED That the Confidential Minutes of the Community and Partnerships Committee held on 04 December 2024 (Minute Nos. 35-39) be approved as a correct record.

52. FEEDBACK FROM THE 2023 RECIPIENTS OF THE BURNTWOOD TOWN COUNCIL STUDENT AWARD IN MEMORY OF STEPHEN SUTTON MBE

Members noted the content of the feedback forms.

(The Meeting closed at 7.45 pm)

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 10 MARCH 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)

Councillors D Ennis, Gittings, P Taylor, S Taylor, Tranter, Willis-Croft and Wittstock

In attendance

Ms J Minor, Deputy Clerk

Ms K Horner, Community Development and Engagement Officer

PUBLIC FORUM

No questions were raised by members of the public.

53. APOLOGIES FOR ABSENCE

Councillor Coe MBE (Unwell)

Councillor R Ennis (Unwell)

Councillor Kirkham (Work Commitments)

The reasons for the apologies were approved.

54. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

55. MINUTES

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

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 22 January 2025 (Minute Nos. 39-52) be approved as a correct record.

56. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

57. COMMUNITY ENGAGEMENT

Pump Track, Chasewater

Councillor D Ennis informed Members that he had attended an event at Chasewater on Saturday 08 March relating to 'Let's Get A Pump Track' and stated that a representative was there from the Express and Star Newspaper. He explained that a pump track is a trail for bikes, scooters, BMXs etc to ride round with curves, small hills and drops.

Carer's Celebration Afternoon Tea and Carer's Drop In Event

The Community Development and Engagement Officer informed Members that Councillor Coe MBE's Carer's Celebration Afternoon Tea went ahead in January with support from Friends of Burntwood Library, Burntwood Library, MHA Communities, the Burntwood Lions and Tesco Extra Lichfield. The event was well attended and Councillor Coe MBE spoke about the important role that carers play and thanked them. The event highlighted the need for a carer's peer support group in the town, and so MHA Communities will be launching a carer's drop in event at the library on the 1st Tuesday of every month from 10.30am - 12pm, starting on Tuesday 1st April.

Members of Burntwood

The Community Development and Engagement Officer informed Members that together with herself, Councillor Evans and Councillor P Taylor had attended a meeting of the Members of Burntwood (MOB) to see first-hand how their Better Burntwood grant had supported their group. MOB had purchased a PA system with a hearing loop so their members could better hear their guest speaker, and a Press Release was sent out highlighting the grant and efforts for the group to be more inclusive.

Burntwood Town Council Award in Memory of Stephen Sutton MBE

The Community Development and Engagement Officer informed Members that together with herself, Councillor Evans and Councillor P Taylor had met with this year's BTC Student Award winners to talk to the students about their talents and future plans in more detail, and a Press Release was sent out sharing the news of the two students who were in receipt of the Award.

White Ribbon Supporter Organisation

Further to Minute No. 45 – 22 January 2025 refers, the Community Development and Engagement Officer confirmed that the Town Council had now registered as a White Ribbon Supporter Organisation, and Councillor Coe MBE, Councillor Evans and herself had met to begin to discuss an action plan. As a supporter organisation, the Town Council are required to have a White Ribbon Champion and a White Ribbon Ambassador and these roles will be taken up by Councillor Coe MBE as Champion, and Councillor D Ennis as Ambassador. The definitions for both roles provided by White Ribbon are as follows:

- **White Ribbon Champions** are women, and people who do not identify as being a man, who promote the White Ribbon message and encourage and challenge men to get involved by finding opportunities to inspire and inform. Our Champions can hold us to account and ensure that women's voices are heard in our work.

- **White Ribbon Ambassadors** are men and people who identify as a man who take on this responsibility. They take the White Ribbon message into their workplaces, communities and among their friends, family, and colleagues.

Lichfield District Council's Community Safety Partnership

The Community Development and Engagement Officer informed Members that Lichfield District Council's Community Safety Partnership are looking to place bleed kits within defibrillator cabinets in Burntwood. Bleed kits can be lifesaving and are used

for any arterial bleed injury. There is free training available for organisations, staff, and volunteers in Burntwood, and Members are welcome to attend. Details of the training can be provided by the Community Development and Engagement Officer.

Councillor D Ennis queried whether the bleed kits contained any perishable items and who would be responsible for replacement of such items. It was suggested that whilst the Burntwood Repair and Response Team undertake their monthly checks regarding the defibrillators, they could also check the bleed kits but any items needed for the bleed kits would not be paid for by the Town Council.

58. BETTER BURNTWOOD FUND

a. MHA South Staffs Communities

It was noted by Members that the description of the project/support needed included both Volunteers Week 1-7 June 2025 and the Carers Group referred to previously by the Community Development and Engagement Officer.

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

RESOLVED That a grant of £500 be awarded to MHA South Staffs Communities towards refreshments and entertainment in respect of Volunteers Week and providing staff in respect of the Carers Group.

b. Phoenix Counselling Service

Members raised concerns. Councillor D Ennis asked for clarification regarding how many sessions would be provided as he felt that it was unclear in the application and potentially if the service offers an initial 7 sessions it could mean that only 3 people could benefit from the grant. Councillor D Ennis asked how do Phoenix Counselling Service decide who has free sessions and who has to pay. The Community Development and Engagement Officer explained that they offer affordable/free counselling sessions and ask the individual accessing the sessions to make a contribution (if they can).

Councillor P Taylor felt that the counselling sessions dovetailed both Burntwood Be A Friend and Burton & District Mind and asked how the grant would be spent in Burntwood (as the grant needs to be ring fenced for Burntwood residents).

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

RESOLVED That a grant of £500 be awarded to Phoenix Counselling Service towards counselling sessions. The grant is subject to the Community Development and Engagement Officer (in consultation with the Chair and Vice-Chair of the Committee) obtaining the information/clarification raised by Members.

57.3 Fun Club Hub

Councillor D Ennis explained to Members that at the Christmas Event held on Saturday 30 November 2024 we had some young people in their mid-teens that needed engaging with and we did not have the staff to do this. If they were engaged with, he did not think we would have had some of the issues e.g. throwing a few chips off the roof of the newsagents and kicking down some barriers. Risk to the public was

low. Councillor D Ennis explained that a suggestion put forward had been to work in partnership with Fun Club Hub through a small grant that could help to levitate the issue, raise the profile of Fun Club Hub, and show team work. Councillor D Ennis stated that this would be a trial and supported Councillor P Taylor's suggestion that this expenditure could come from the All Community Events (excluding markets) budget in the future.

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

RESOLVED That a grant of £500 be awarded to Fun Club Hub towards staffing, volunteers expenses and resources in respect of the Christmas Event to be held on Saturday 29 November 2025.

59. INFORMAL UPDATE ON THE WAKES FESTIVAL 2025

Councillor Evans updated Members on the current situation. In respect of the Burntwood Wakes Festival Organising Group meetings Councillor P Taylor asked if we could please try and avoid the 3rd Tuesday of the month for these meetings, because he is busy on everyone of them with the Afternoon Cinema held at the Burntwood Memorial Hall. He stated that he was keen to play an active role in the Organising Group but will be unable to if they are always on this day of the month.

The Deputy Clerk confirmed that all of the Informal Updates relating to the events were living documents and are continually edited and updated between Committee meetings.

60. INFORMAL UPDATE ON THE PLAY IN THE PARKS 2025

Councillor Evans updated Members on the current situation. In respect of Monday 18 August – St Matthews Cricket Ground, Members asked if we could engage with Busy Bees Nurseries as they are in close proximity to ascertain if they wanted to be involved.

61. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2025

Councillor Evans updated Members on the current situation. In respect of the Christmas tree at Sankey's Corner, Councillor P Taylor asked if the Town Council could look at hiring some outdoor Christmas lights/laser projector lights. Councillor D Ennis referred to the Christmas light display at Haywoods Blinds and felt that "similar" could be provided at other shops at Sankey's Corner. It was **AGREED** that the Leader together with the Town Clerk would engage with local businesses to ascertain what additional Christmas lighting could be provided.

(Councillor D Ennis left the meeting at 6.43pm)

62. BURNTWOOD LIONS WHITE GOODS SCHEME UPDATE

Councillor Evans informed Members that the Community Development and Engagement Officer will be setting up an agreement with Burntwood Lions to make the arrangement more formal as there had been a misunderstanding on where the Town Council's grant could be spent as the updated report referred to a postcode in WS11. The Community Development and Engagement Officer referred to the

previous report provided by Burntwood Lions and explained that the total spend from the current financial year (April 2024 until the end of December 2024) is £3,898 however the Lions also incurred retrospective costs from the previous financial year on top of this amount when placing orders for white goods in quarter 4 of 2023/24 but making payment in quarter 1 of 2024/25. She also confirmed that the Lions had been successful in receiving additional funding from Lichfield District Councillor's community funds.

63. COMMISSIONING PROGRAMME UPDATE

The Community Development and Engagement Officer updated Members. Members felt that it was good to note that the organisations were fulfilling their briefs.

(The Meeting closed at 6.54 pm)

Signed

Date

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON 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