



The Old Mining College
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Our Ref: SL/JM

07 May 2025

To: All Members of the Policy and Resources Committee

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

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet on **Wednesday 14 May 2025 at 6:00 pm** in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely

Steve Lightfoot
Town Clerk

PUBLIC FORUM

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

3. MINUTES

To approve as a correct record the Minutes of a meeting of the Policy and Resources Committee held on 17 March 2025 (Minute Nos. 45-57) **(ENCLOSURE NO. 1)**.

4. SCHEDULE OF PAYMENTS

Members are asked to approve the Schedule of Payments **(ENCLOSURE NO. 2A AND 2B)**.

5. WORKS PROGRAMME

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

6. BLEED KITS

Members are asked to note the content of the report and agree to support the ongoing costs associated with maintaining 7 bleed kits (excluding their initial purchase price which will be covered by Lichfield District Council's Community Safety Partnership) and approve the purchase of one additional bleed kit to include within the first aid kit taken to Burntwood Town Council events **(ENCLOSURE NO. 4)**.

7. IMPLEMENTATION OF A SPEED INDICATOR SYSTEM (SIS)

Members are asked to consider the recommendations contained in the report and either authorise the Town Clerk to investigate further or decline to proceed and not fund a device(s) **(ENCLOSURE NO. 5)**.

8. BURNTWOOD TOWN COUNCIL DBS POLICY

Members are asked to adopt the DBS Policy **(ENCLOSURE NO. 6)**.

9. CLOSED CIRCUIT TELEVISION (CCTV) POLICY - CHASE TERRACE COMMUNITY CENTRE

Members are asked to consider the Closed Circuit Television (CCTV) Policy for Chase Terrace Community Centre **(ENCLOSURE NO. 7)**.

PUBLIC FORUM

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

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 17 MARCH 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Galvin (in the Chair)

Councillors Banevicius, D Ennis, Evans, Hancox, Norman, P Taylor, Tranter, Wittstock and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms L Jackson, Administration Officer

One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

45. APOLOGIES FOR ABSENCE

Councillor Bacon (Unwell)

The reason for the apology was approved.

46. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

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

Councillor P Taylor declared a non-pecuniary interest in Agenda Item 11 – Lichfield and Burntwood Independent – Advertisement Proposal. He confirmed that Lichfield Live is entirely a volunteer run organisation and he is part of the volunteer team who helps to deliver the newspapers to various pick-up points in Burntwood each fortnight.

Councillor D Ennis declared an interest in Agenda Item 8 – Chase Terrace Community Centre – Proposed Room Hire Charges as he is Treasurer of the Grangemoor Working Men's Club (which is a similar establishment in which it hires out rooms to community/voluntary organisations as well as to statutory organisations/commercial/private bookings).

47. 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 Policy and Resources Committee held on 23 January 2025 (Minute Nos. 38-44) be approved as a correct record.

48. SCHEDULE OF PAYMENTS

Councillor Woodward referred to payment no. 18 – Lichfield District Council and in particular the payment made in respect of hanging baskets at Swan Island. Councillor Woodward stated that previously this Committee had discussed the state of the hanging baskets at Sankey's Corner and thought that the Burntwood Response and Repair Team had been asked to remove them. Councillor D Ennis explained that the hanging baskets together with some planters had been installed at Sankey's Corner by Burntwood Action Group some time ago and it was **AGREED** that in the first instance the Town Clerk should email Burntwood Action Group regarding their removal. In respect of the hanging baskets at Swan Island, the Deputy Clerk clarified that the hanging baskets were located on the traffic island and not the shopping centre. Councillor Tranter queried sponsorship of the traffic island and the Deputy Clerk confirmed that this traffic island was sponsored and that the income was received by the Town Council. Councillor P Taylor, referring to google maps, informed Members that it was showing two hanging baskets. He felt that the District Council was not the only option when it came to providing hanging baskets, planters etc on the traffic island. It was **AGREED** that the Town Clerk would prepare a report in respect of the hanging baskets and planters (options) on the traffic island at Swan Island so that this can be reviewed by this Committee.

Councillor Woodward referred to payment no. 23 – White Ribbon Organisation and she thought that the accreditation was going to be £35. Councillor P Taylor referred to Minute No. 45 – Community and Partnership Committee dated 22 January 2025 refers, where after consideration of a report produced by the Community and Engagement Officer the Committee had agreed a one-off fee of £175.

Councillor Woodward referred to various payments made to Screwfix and G E Collis Limited in respect of 'tools' and referred to previous discussions on the inventory and asked why the Town Council was still paying out for such items (Minute No. 18 – Works Programme – 11 September 2024 refers). It was **AGREED** that the Town Clerk would assess the situation.

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

RESOLVED That the schedule of payments from 23 January 2025 to 14 March 2025 in the sum of £282,530.65 and the Petty Cash Spend from 10 January 2025 to 05 March 2025 be approved and noted.

49. WORKS PROGRAMME

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

Brighter Burntwood

The Town Clerk explained that, following several emails regarding erecting hanging baskets on lampposts, he had received a negative response however, he felt that some success had been gained from planting of the wildflowers at Sister Dora Avenue. The Town Clerk referred to the previous discussions regarding the Larks Rise Community Woodland and the agreement made with Mercian Labels (Full Council dated 16 November 2021 refers and in particular 4.1 where the sponsorship offer covers the maintenance of the woodland planting over the five-year establishment period. During this period, the trees will be weeded and watered, and any losses replaced. The sponsorship offer was that the Town Council would have no financial responsibilities whatsoever). He confirmed that Councillor Norman together with himself had met with the Chief Executive of Mercian Labels and that Mr Brownridge, Operational Services Manager, Lichfield District Council had come up with alternatives as a good percentage of the saplings had failed, however, Mercian Labels have now indicated that they are no longer in a position to support the project.

Councillor Woodward explained that at the time of the agreement, employees of Mercian Labels had agreed to help with the maintenance of the area and she felt that Mercian Labels had signed a legal agreement. Councillor Norman felt that the site had failed because no action/maintenance had been undertaken. Councillor P Taylor felt that the legal agreement should be referred back to Mercian Labels. Councillor D Ennis asked if the Town Council had a copy of the legal agreement and if this site could tie into the wildflower planting scheme and asked if the Mercian Labels signage could be removed.

Councillor Norman thought it was a letter of understanding/letter of intent and confirmed that the wildflower planting scheme would cost the Town Council money.

Councillor Woodward asked if perhaps a new sign could be erected representing the late Queen's Platinum Jubilee.

Councillor Evans thought it was disappointing to note that Mercian Labels had not fulfilled the agreement as the initial event had involved Holly Grove Primary School.

Even though the planting had failed, Councillor Woodward stated that no members of the public had commented. There had been no public outcry.

Restoration of Finger Posts

Referring to previous discussions, the Town Clerk confirmed that two finger posts had been restored however the finger post at Coulter Lane was in significant disrepair. As agreed on 23 January 2025, the Town Clerk confirmed that he had made contact with Sign Technology Limited in Burntwood who could manufacture a bespoke sleeve which could be installed by Burntwood Response and Repair Team at a cost of £550. Councillor D Ennis confirmed that the company had undertaken work for other authorities e.g. Lichfield City Council.

Councillor Norman stated that he would have liked to see some pictures before making a decision as the finger post was located in one of the prettiest parts of Burntwood. The Town Clerk explained that a member of the Burntwood Response and Repair Team had thought that the finger post at Coulter Lane was listed however he could not confirm this. It was **AGREED** that the Town Clerk would obtain visuals of the sleeve and email the Committee and it was agreed that the Chair and Vice-Chair be authorised to move forward on this matter (before the next meeting scheduled for 14 May 2025) as long as the cost is within the existing budget. Councillor Norman stated that he would like, at least, to see reference to the Worlds Smallest Park and Burntwood Cemetery.

Chase Terrace Community Centre

The Town Clerk confirmed that a target date for handover of the refurbished building has been set at 28 April 2025 and that the public were being kept up to date via social media posts. He confirmed that there had been a slight delay thus being due to the General Election and change of contractors. Councillor Woodward felt that the centre would be a significant asset for the future.

Councillor D Ennis confirmed that the work had been undertaken within budget and there had been no need to come back to the Council for more funds as initially the Town Council had included a contingency within the budget e.g. for additional roof repair/elevation before solar panels are fitted.

The Town Clerk confirmed that it was his intention to submit a completion report to Full Council. Councillor Galvin suggested producing a timeline display.

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

50. CEMETERY RULES AND REGULATIONS

Referring to Minute No. 34 – 06 November 2024 refers, the Administration Officer confirmed that the comments made had been incorporated into the Rules and Regulations.

Councillor Woodward referred to No. 2 – General Arrangement of the Cemetery and in particular 2.2 where it refers to a resident living outside of Burntwood the fee would be multiplied by two. However, she stated that Members on 06 November 2024 had agreed to keep fees at 4 x for non-Burntwood residents to maintain the exclusivity of Burntwood Cemetery.

Councillor Banevicius also referred to No. 2 – General Arrangement of the Cemetery and in particular 2.4 and asked for an explanation regarding no private grave can be pre-purchased. The Administration Officer explained that a grave cannot be purchased in advance of death.

Councillor P Taylor referred to No. 4 – Exceptions and in particular the words 'absolute discretion' and asked if the Town Council's Values Statement which was adopted by Full Council on 23 May 2024 could be incorporated into paragraph. Councillor Woodward suggested something along the lines of In line with the Town Council's published Values Statement.

Councillor Wittstock asked how do you determine someone's values at their time of death as she felt that we cannot sit in judgement. What do you measure the values against?

Councillor P Taylor explained that it was more to do with protecting someone's characteristics. The Town Clerk confirmed that these would be protected under the Equalities Act 2010. Councillor Norman stated that Laws change.

Councillor Norman proposed that reserving the right to decline should be removed and this was seconded by Councillor Wittstock, however, Councillor Woodward proposed that the new text should be adopted and following a show of hands it was

RESOLVED That the Rules and Regulations with effect from 17 March 2025 should include the new proposed text contained in No. 4 – Exceptions.

The Administration Officer referred to No. 8 – Hours of Interment and confirmed that as agreed on 06 November 2024 interments will be allowed on Mondays.

The Administration Officer referred to No. 11.4 – Conduct and as agreed on 06 November 2024 she had undertaken a consultation to assess whether dogs on leads could be allowed in the cemetery. Feedback received was that some visitors do find it comforting to be able to bring their dog to the grave of their loved ones. However, Members **AGREED** the original text i.e. Dogs are not permitted in any part of the Cemetery unless they are a support dog for a person attending a funeral or a grave.

The Administration Officer referred to No. 13 – Admission of the Public and as agreed ON 06 November 2024 the opening hours will be from 9am until 8pm from 01 April to 30 September.

Councillor Norman referred to artificial flowers and the Administration Officer confirmed that as agreed on 06 November 2024 Members had approved the use of UV resistant artificial flowers on burial and cremation plots. In respect of No. 14.7 – Memorial Maintenance the Administration Officer confirmed that a letter had been sent to all plot holders regarding the removal of for example windchimes from the trees. She confirmed that the windchimes have now been removed.

Councillor Woodward also referred to No. 14.7 and asked if this could be extended to include the plinths and this was seconded by Councillor D Ennis.

RESOLVED That the Rules and Regulations with effect from 17 March 2025 should include under No. 14.7 No decorations or musical adornments may be placed on trees **or plinths** in the cemetery. The Council reserves the right to remove any prohibited decorations from trees and plinths in the cemetery.

The Administration Officer confirmed that the Town Council had paid the fee of £320 in respect of Membership of the Charter for the Bereaved Scheme on 14 February 2025.

Councillor Evans asked if the undertakers could be kept up to date.

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

RESOLVED That the Rules and Regulations (subject to the above amendments) be approved and adopted.

51. BURNTWOOD PLACE MAKING AND CULTURAL STRATEGY

Councillor Wittstock referred to the Town Council's Financial Regulations and asked what was the limit with regards to going out to tender. The Town Clerk confirmed that for contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts. The Regulations require Councils to use the Contracts Finder website if they advertise contract opportunities.

Councillor Wittstock stated that the Town Council already had a Burntwood Town Strategy produced in 2011 and felt that this document had not really be implemented. She felt that the Limitless proposal was more of a sales pitch. Councillor Wittstock felt that Councillors had not sat down and discussed what we wanted – how the Town Council would like a strategy to look.

Councillor Woodward stated that she uses the Burntwood Town Strategy document as a reference point and confirmed that this document produced by Localecon Associates in 2011 cost £19,782. Following the discussion at the Policy and Resources Committee meeting held on 06 November 2024 and the presentation at the Full Council meeting held on 20 January 2025, she stated that she understood the concept of defining Burntwood's unique identity and creating a sense of place. She explained that the Strategy could 'fit' with Lichfield District Council's Masterplan for Burntwood and the Local Plan 2022 to 2043. She felt that the Town Council needed to be ambitious and outward looking.

Councillor Woodward proposed approval of the proposal which was seconded by Councillor P Taylor.

Councillor D Ennis explained that even after the presentation his views had not changed. He thought it would produce an off the shelf strategy with the hope of obtaining funding afterwards. Councillor D Ennis confirmed that the Town Council already support the Lichfield Garrick Theatre who creative arts in Burntwood and perhaps Lichfield District Council could look at producing and funding a Burntwood Place Making and Cultural Strategy instead of their Masterplan for Burntwood.

Councillor P Taylor reminded Members that the prices quoted were at a reduced rate and that Peter Walker is now an internationally recognised artist. He felt that the Town Council needed to be ambitious and this strategy could put Burntwood on the map (not normally seen at Parish Council level).

Councillor D Ennis stated that he was forward thinking but queried why the Town Council was paying for the Strategy and not the District Council. He also queried where the funds would come from to follow through with the ideas. Councillor D Ennis stated that the Town Council should be lobbying the District Council to produce a Cultural Strategy.

Councillor Woodward stated that at first, she did think about duplication with the Lichfield Garrick Theatre however this was not just an arts strategy but the strategy will develop a strategic vision document that unifies cultural initiatives. It will be a 'dynamic' document for the town.

Councillor Norman confirmed that the Town Council gets projects put forward to be discussed and that Peter Walker is also the artist and sculptor who created SCAMP at Sankey's Corner. However, Councillor Norman stated that he did have difficulty with the 'language' used. He felt that going out to tender would be difficult because the Town Council did not have anything to compare the tenders with. Councillor Norman was not convinced about supporting the strategy and it was not clear how the objectives would be achieved.

Councillor Tranter stated that she was also not convinced about the strategy. She explained that the town had grown and grown over the years and that Burntwood was known as a 'commuter' town and that members of the public travel for arts and culture e.g. Lichfield, Stafford and even Birmingham. Councillor Tranter felt that the actual cost would not be £30,000 but more in the region of £100,000.

Councillor P Taylor explained that he had been 'knocking on doors' a lot recently and members of the public felt that there was no 'identity' to Burntwood and he felt that the Town Council needed to 'centre' around something to encourage and attract investment. The strategy would give the Town Council a vision and direction on how to better spend the precept for the benefit of their residents.

Councillor Banevicius also stated that she was not convinced and needed to 'see and feel' something.

Councillor Evans stated that member of the public have asked for the Town to change and this could give the Town Council an opportunity to change and focus for the benefit of the people of Burntwood as the town has lost facilities over the years and proposals for LCP owned land has not come to fruition.

Councillor Wittstock stated that Burntwood is not just made up of one area but included areas such as Boney Hay, Chase Terrace, Chasetown, St Matthews etc.

Councillor D Ennis recommended to Full Council that the Town Council decline to fund the proposal, which was seconded by Councillor Wittstock however, Councillor Woodward recommended to Full Council that the Town Council approve the proposal and this was seconded by Councillor Taylor.

Following a show of hands it was

RECOMMENDED TO FULL COUNCIL That the Town Council decline to fund the proposal.

Councillor Woodward asked if all options would be reported to Full Council and the Town Clerk confirmed that they would.

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

(Having declared an interest in this item,
Councillor Woodward took no part in the debate thereon)

Councillor Tranter felt that the proposed charges were reasonable and fair and the Town Clerk confirmed that he had consulted with potential users and their views were included in the report.

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

RESOLVED That the scale of charges be approved and adopted.

53. RENEWAL OF STAFFORDSHIRE PARISH COUNCIL ASSOCIATION AND NALC MEMBERSHIP

The Town Clerk referred to Minute No. 7 – 17 July 2024 refers where the Committee agreed to join the NALC and SPCA. The Town Clerk confirmed that training by Councillors and staff had been undertaken and up to date legal and procedural advice had been received.

The Town Clerk advised that the Town Council were also Members of the CCIN and Lichfield District Council's Parish Network.

Councillor D Ennis advised that initially the idea of membership had come from the fact that the Town Council were using resources from other Councils i.e. Lichfield City Council.

Councillor Norman stated that he was supportive of this and confirmed that via the NALC website the Town Council had access to policy documents, templates etc.

Councillor Banevicius asked for numbers regarding how many Councillors and staff had benefitted from the membership and asked if this could be recorded in future.

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

RESOLVED That the Town Clerk be authorised to renew membership of SPCA and NALC Membership for 2025/26.

54. BRIGHTER BURNTWOOD – SPRING PLANTING

The Town Clerk explained that two sites had been identified in the Town, namely Oakdene Road which is owned by Lichfield District Council and in front of the welcome sign near The Star public house which is owned by Staffordshire County Council.

With regard to planters the Town Clerk confirmed that Lichfield District Council had indicated that they would be placing and maintaining six new planters, four at Sankey's Corner and two at Morley Road. There would be no cost to the Town Council for the six new planters. Councillor Woodward asked if the District Council had consulted local Ward Members.

Councillor Banevicius asked if site(s) could be identified by Miners Way/Cannock Road end of Town as the road leads from Heath Hayes and Norton Canes.

Councillor Woodward stated that a triangular piece of land opposite Robinson's Butchers, Rugeley Road, Chase Terrace had been identified and she asked for clarification on why the Ward Members had not been consulted. She also mentioned having empty planters where members of the public could plant any spare plants in that they may have.

The Town Clerk confirmed that three quotations had been received in respect of 3-tier planters.

Councillor Woodward proposed that the Town Council purchase the planter to be provided by IdVerde UK in the sum of £396.90.

Councillor Norman stated that the Town Council were looking at a Brighter Burntwood with impact and he would like two/three of the 3-tier planters. He asked if the quotations received for the planters were with or without hanging baskets as no pictures had been provided. The Town Clerk confirmed that the quotations were for 3-tier planters with hanging baskets.

With regard to the site identified at Oakdene Road, Councillor D Ennis stated that the Town Council needed to bear in mind that the plants would not get a lot of light as there were mature trees on the site.

Councillor D Ennis referred to the Welcome Signage and the planters underneath which have not been maintained and these needed to be look at and it was disappointing to note that there had been no consultation.

Councillor P Taylor explained that he felt that it was a little unfair regarding no consultation as he together with Councillor Evans (Ward Members) had had a meeting with Ms Dove, Chief Operating Officer, Lichfield District Council but to date no feedback had been received.

Councillor Banevicius asked if companies had been approached to sponsor the planters and it was **AGREED** that the Town Clerk would look into the possibility.

With regard to the site identified by The Star pub house, Councillor Evans stated that the overgrown brushes needed to be cut back. At her meeting with Ms Dove, Councillor Evans had mentioned the parking of vehicles on the footpath which was a concern for the businesses at Morley Road Shopping Centre and the planters may go some way of alleviating the problem. She felt that the Town Council needed to look at 'height' and not just 'ground' level.

Councillor D Ennis felt that the 3-tier planters would be a quick win however the Town Council needed to avoid any conflict with what Lichfield District Council were planning to undertake.

Councillor Norman stated that Norton Canes had some small areas which were really impressive.

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

RESOLVED That the Town Clerk be authorised to purchase three 3-tier planters with hanging baskets at a cost of £396.90 plus VAT per planter from IdVerde UK.

55. LICHFIELD AND BURNTWOOD INDEPENDENT – ADVERTISEMENT PROPOSAL

Councillor Norman asked the Town Clerk to check with the Monitoring Officer at Lichfield District Council as the 01 May was Polling Day.

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

RESOLVED That the report be received and noted and that the expenditure of £1,680 be approved from the Communications cost centre.

(Mr Swain left the meeting at 8.07 pm)

56. 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.

57. CONFIDENTIAL MINUTES

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

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

RESOLVED That the Confidential Minutes of the Policy and Resources Committee held on 23 January 2025 (Minute Nos. 43-44) be approved as a correct record.

(The Meeting closed at 8.10 pm)

Signed Dated

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

	DATE PAID	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
						£	£	£
1	16 03 25	Octopus	OMCC Gas & Electricity (period 01.02.25 to 28.02.25)	DD	104/4055	1,782.06	356.41	2,138.47
2	16 03 25	Amazon	OMCC Garden - Water Fountain and Pump	CARD	104/4056	16.98	3.40	20.38
3	19 03 25	Amazon	Play in the Parks Events - Craft Items	CARD	213/4761	12.81	2.61	15.42
4	19 03 25	Amazon	Play in the Parks Events - Craft Items	CARD	213/4761	30.36	7.59	37.95
5	20 03 25	Amazon	Play in the Parks Events - Craft Items	CARD	213/4761	13.32	2.66	15.98
6	20 03 25	Amazon	Play in the Parks Events - Craft Items	CARD	213/4761	11.64	2.34	13.98
7	20 03 25	Amazon	Play in the Parks Events - Craft Items	CARD	213/4761	17.46	3.51	20.97
8	20 03 25	White Ribbon Organisation	White Ribbon Fabric Ribbon with Pin - Quantity 20	CARD	214/4764	33.00	6.60	39.60
9	21 03 25	Amazon	Market 11.05.25 VE Themed Celebrations - Ration Books	CARD	213/4398	64.25	0.00	64.25
10	24 03 25	Amazon	Market 11.05.25 VE Themed Celebrations - Bunting	CARD	213/4398	14.22	2.85	17.07
11	24 03 25	Amazon	Market 11.05.25 VE Themed Celebrations - Banner	CARD	213/4398	17.90	3.58	21.48
12	31 03 25	LWM Traded Services Limited	Community Centre - Renovation and Refurbishment	BACS	503/4010	500.00	100.00	600.00
13	31 03 25	D.T.H. Churchyard & Cemetery	Cemetery - Grave Digger	BACS	401/4810	1,100.00	0.00	1,100.00
14	31 03 25	The Stambridge Group Limited	Cemetery Open & Close - February 25	BACS	401/4863	272.00	54.40	326.40
15	31 03 25	Lichfield District Council	Contribution towards Skate Park at Leisure Centre	BACS	100/4998	20,000.00	0.00	20,000.00
16	31 03 25	G E Collis and Sons Limited	Screws, Shelf Brackets, Watering Can, Thermometer	BACS	104/4056	47.78	9.52	57.30
17	31 03 25	G E Collis and Sons Limited	Screws	BACS	104/4056	15.80	3.10	18.90
18	31 03 25	G E Collis and Sons Limited	Multi Compost & Seed Compost	BACS	104/4056	32.48	6.49	38.97
19	31 03 25	G E Collis and Sons Limited	Bamboo Protectors, Bamboo Cane Holder, Bamboo Canes	BACS	104/4056	34.37	6.84	41.21
20	31 03 25	Event UK Branding	Feather Flags	BACS	213/4398	616.20	123.24	739.44
21	31 03 25	Support Staffordshire	Parish Council Renewal	BACS	107/4170	25.00	0.00	25.00
22	31 03 25	Viking	Bleach, Washing Up Liquid, Toilet Cleaner and Stationery	BACS	104/4059&107/4211	94.24	18.86	113.10
23	31 03 25	Staffordshire Signs	Wildflower Meadow Signs	BACS	206/4260	88.00	17.60	105.60
24	31 03 25	Oldham Council	CCIN Membership Fees	BACS	107/4170	250.00	0.00	250.00
25	31 03 25	Fun Club Hub	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
26	31 03 25	MHA South Staffs Communities	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
27	31 03 25	Screwfix	Tee Hinges and Adhesive	BACS	104/4056	37.49	7.50	44.99
28	31 03 25	Screwfix	Wrench Set, Outside Tap with Hose Union, Stopcock	BACS	401/4863	68.91	13.78	82.69
29	31 03 25	Screwfix	OMCC Lock Front Door	BACS	104/4056	4.17	0.83	5.00
30	31 03 25	Lichfield District Council	NNDR 2025-26 OMCC	BACS	104/4022	7,984.00	0.00	7,984.00
31	31 03 25	Lichfield District Council	NNDR 2025-26 Cemetery	BACS	401/4820	2,053.23	0.00	2,053.23
32	31 03 25	Lichfield District Council	NNDR 2025-26 Traffic Island - Bridge Cross Road	BACS	205/4306	32.44	0.00	32.44
33	31 03 25	Lichfield District Council	NNDR 2025-26 Traffic Island - Cannel Road	BACS	205/4306	32.44	0.00	32.44
34	31 03 25	Lichfield District Council	NNDR 2025-26 Traffic Island - Cannock Road	BACS	205/4306	32.44	0.00	32.44
35	31 03 25	Lichfield District Council	NNDR 2025-26 Traffic Island - High Street	BACS	205/4306	32.44	0.00	32.44

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
36	31	03	25	Lichfield District Council	NNDR 2025-26 Traffic Island - Attwood Road	BACS	205/4306	32.44	0.00	32.44
37	31	03	25	Lichfield District Council	NNDR 2025-26 Traffic Island - Miners Way	BACS	205/4306	32.44	0.00	32.44
38	31	03	25	LWM Traded Services Limited	Community Centre - Renovation and Refurbishment	BACS	503/4010	9,575.00	1,915.00	11,490.00
39	31	03	25	J.W.S. Design & Landscapes	Cemetery - Returfing and Grass Cutting	BACS	401/4864	1,560.00	0.00	1,560.00
40	31	03	25	P C Paramedics	IT Support (period 01.03.25 to 31.03.25)	BACS	107/4139	198.00	39.60	237.60
41	31	03	25	P C Paramedics	IT Support (period 17.02.25 to 17.03.25)	BACS	107/4139	369.68	73.93	443.61
42	31	03	25	Focus Group	Line Rental Charges	DD	107/4057	179.09	35.82	214.91
43	31	03	25	British Gas	Community Centre - Electricity 12.02.25 to 12.03.25	BACS	502/4055	123.82	6.19	130.01
44	31	03	25	Fire Services Central Limited	OMCC Emergency Lighting Service	BACS	104/4056	234.99	47.00	281.99
45	31	03	25	EH Smith Builders Merchants	OMCC Garden - Golden Corn Flint and Topsoil	BACS	104/4056	117.43	23.49	140.92
46	31	03	25	M J Motors	BuRRT Inspection Labour Charges	BACS	212/4767	50.00	10.00	60.00
47	31	03	25	Clean All [Windows] Limited	OMCC Window Cleaning	BACS	104/4059	89.70	17.94	107.64
48	31	03	25	MB Office Systems Limited	Photocopier Charges for Mono & Colour (Billing Period Feb-25)	DD	107/4211	152.55	30.50	183.05
49	31	03	25	Phoenix Counselling Service	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
50	01	04	25	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
51	02	04	25	JMS Janitorial Supplies Limited	Upright Vacuum	CARD	104/4059	294.15	58.83	352.98
52	02	04	25	Amazon	Upright Vacuum Bags	CARD	104/4059	19.94	4.00	23.94
53	02	04	25	Amazon	Rigid ID Card Badge Holders	CARD	107/4059	37.50	7.50	45.00
54	06	04	25	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
55	12	04	25	EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	55.94	11.19	67.13
56	15	04	25		Employee Costs Month 1	BACS	107/4019 & 104/4019	12,494.52	0.00	12,494.52
57	15	04	25		LGPS Month 1	BACS	107/4019 & 104/4019	4,643.27	0.00	4,643.27
58	15	04	25	Burntwood Lions	Better Burntwood Fund - White Goods Scheme	BACS	302/4416	4,120.00	0.00	4,120.00
59	15	04	25	Burton and District Mind	Better Burntwood Fund - Commissioning Programme	BACS	302/4416	4,999.00	0.00	4,999.00
60	15	04	25	Platinum Boxing	Better Burntwood Fund - Commissioning Programme	BACS	302/4416	5,000.00	0.00	5,000.00
61	15	04	25	The Bluebird Belles	Market 11.05.25 VE Themed Event	BACS	213/4398	500.00	0.00	500.00
62	15	04	25	inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups March 25	BACS	108/4171	229.00	45.80	274.80
63	15	04	25	Lichfield District Council	OMCC - Weekly Refuse & Fortnightly Recycling Collections	BACS	104/4059	1,349.00	0.00	1,349.00
64	15	04	25	Lichfield District Council	Cemetery - Fortnightly Refuse Collections	BACS	401/4863	1,072.00	0.00	1,072.00
65	15	04	25	British Gas	Community Centre Gas period 22.02.25 to 22.03.25	BACS	502/4055	53.89	2.69	56.58
66	15	04	25	G E Collis and Sons Limited	Gorilla Tub, Ladder Hooks, Clear Pipe, Chuck Key	BACS	104/4056	27.14	5.42	32.56
67	15	04	25	G E Collis and Sons Limited	Bibcocks, Ballast, Cement, Moonstone	BACS	104/4056	84.66	16.88	101.54
68	15	04	25	G E Collis and Sons Limited	Compost, Drill Bits, Lock, Liquid Grow, Plant Marker	BACS	104/4056	53.58	10.72	64.30
69	15	04	25	G E Collis and Sons Limited	Trowel, Ballast, Cement, Stanley Knife	BACS	104/4056	30.92	6.17	37.09
70	15	04	25	G E Collis and Sons Limited	Watering Can, Scale Remover, Gas Lighter, Floodlight	BACS	104/4056	47.71	9.53	57.24
71	15	04	25	J.W.S. Design and Landscapes	Cemetery - Two graves returfed and 1 box mow cut	BACS	401/4864	225.00	0.00	225.00
72	15	04	25	Lichfield Community Media CIC	Lichfield & Burntwood Independent Quarter Page 03.04.25	BACS	108/4171	63.00	0.00	63.00
73	15	04	25	Much Ado About Insurance	Wakes Festival 2025 - Insurance	BACS	213/4390	1,072.36	0.00	1,072.36
74	15	04	25	Stannah Lift Services Limited	OMCC Lift (period 28.03.25 to 27.06.25)	BACS	104/4056	93.37	18.67	112.04

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
75	15	04	25	Sage	Payroll 01.04.25 to 30.04.25	DD	107/4139	8.00	1.60	9.60
76	18	04	25	BNP Paribas Leasing Solutions	Lease of Photocopier	DD	107/4211	100.63	20.13	120.76
77	21	04	25	Amazon	Crafts for VE Day Market	CARD	213/4398	7.40	1.48	8.88
78	27	04	25	Amazon	Monitor	CARD	107/4139	66.64	13.33	79.97
79	28	04	25	Amazon	Keyboard	CARD	107/4139	9.16	1.83	10.99
80	30	04	25		NI/PAYE Month 1	BACS	107/4019 & 104/4019	4,452.07	0.00	4,452.07
81	30	04	25	Greenhills Nursery	Plants for OMCC Garden	BACS	104/4056	140.00	0.00	140.00
82	30	04	25	Yee Group	Intruder Alarm System Annual Maintenance Charge	BACS	104/4056	804.16	160.83	964.99
83	30	04	25	G E Collis and Sons Limited	Items for Fingerpost - Roller Kit & Paint Kettle	BACS	100/4998	8.22	1.65	9.87
84	30	04	25	P C Paramedics	IT Support (period 01.04.25 to 30.04.25)	BACS	107/4139	198.00	39.60	237.60
85	30	04	25	P C Paramedics	IT Support (period 17.03.25 to 17.04.25)	BACS	107/4139	369.68	73.93	443.61
86	30	04	25	P C Paramedics	Community Centre Internet & CCTV System	BACS	503/4010	3,027.49	605.50	3,632.99
87	30	04	25	P C Paramedics	Community Centre Internet & CCTV System Labour Charges	BACS	503/4010	702.00	140.40	842.40
88	30	04	25	Storm in a Tea Cup	Wakes 25 - Bubbleologist - Deposit	BACS	213/4390	65.00	13.00	78.00
89	30	04	25	HSS ProService Limited	OMCC Garden - Concrete Mixer	BACS	104/4056	64.20	12.84	77.04
90	30	04	25	Magic Party	Wakes 25 - Balloon Modellers - Deposit	BACS	213/4390	175.00	0.00	175.00
91	30	04	25	Rialtas Business Solutions Limited	Omega Cashbook Annual Support & Maintenance	BACS	107/4139	1,294.00	258.80	1,552.80
92	30	04	25	Rialtas Business Solutions Limited	Cemeteries Software Annual Support & Maintenance	BACS	107/4139	617.00	123.40	740.40
93	30	04	25	Rialtas Business Solutions Limited	Making Tax Digital	BACS	107/4139	116.00	23.20	139.20
94	30	04	25	Rialtas Business Solutions Limited	Planning Software Annual Support & Maintenance	BACS	107/4139	174.00	34.80	208.80
95	30	04	25	SPCA	Membership 2025/26	BACS	107/4170	2,068.72	0.00	2,068.72
96	30	04	25	The Stambridge Group Limited	Cemetery Open & Close - March 2025	BACS	401/4863	340.00	68.00	408.00
97	30	04	25	LWM Traded Services Limited	Community Centre - Renovation and Refurbishment	BACS	503/4010	3,765.00	753.00	4,518.00
98	30	04	25	G E Collis and Sons Limited	Brackets, Support Plates, Hinges	BACS	104/4056	30.21	6.02	36.23
99	30	04	25	Octopus Energy	OMCC Gas & Electric (period 26.02.25 to 02.04.25)	DD	104/4055	1,594.13	318.82	1,912.95
100	30	04	25	Lift Safe Limited	Parts for BuRRT	BACS	212/4766	109.07	21.81	130.88
101	30	04	25	Viking	A4 Dividers, A4 Paper, Literature Displays	BACS	107/4211	70.34	14.07	84.41
102	30	04	25	Focus Group	Line Rental Charges	DD	107/4057	180.08	36.02	216.10
103	30	04	25	Bert and Gerts Limited	Market 13.04.2025	BACS	213/4398	420.00	84.00	504.00
104	30	04	25	Lichfield District Council	Community Centre - Building Control Inspection Fee	BACS	503/4010	634.92	126.98	761.90
105	30	04	25	MB Office Systems Limited	Photocopier Charges for Mono & Colour (Billing Period Mar-25)	DD	107/4211	137.86	27.57	165.43
106	02	05	25	Hathaway Domestic Appliances	Community Centre - Beko Cooker	BACS	503/4010	290.83	58.17	349.00
107	02	05	25	AO Retail Limited	Community Centre - Fridge, Dishwasher, Microwave	BACS	503/4010	448.34	89.66	538.00
108	15	05	25	Roadtech Cutting Services Limited	Market 13.04.2025 Road Closure	BACS	213/4398	650.00	130.00	780.00
109	15	05	25	JK Entertainment	Wakes 25 - Des Coleman Compere/Host/MC - Deposit	BACS	213/4390	180.00	0.00	180.00
110	15	05	25	G E Collis and Sons Limited	White Top Pins, Utility Bar, Multi Tool, Flashing Tape	BACS	104/4056	22.79	4.54	27.33
111	15	05	25	G E Collis and Sons Limited	Garden Ties, Plant Food, Garden Net, Sprinkler	BACS	104/4056	34.40	6.88	41.28
112	15	05	25	G E Collis and Sons Limited	Decking Screws, Loplax, Nails, Straps, Offcut	BACS	104/4056	49.47	9.90	59.37
113	15	05	25	Staffordshire Signs and Graphics	Workwear	BACS	107/4059	43.65	8.73	52.38

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
114	15	05	25	The Stambridge Group Limited	Yearly Key-Holding Registration Fee 01.04.25 to 31.03.26	BACS	104/4056	180.00	36.00	216.00
115	15	05	25	inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups April 25	BACS	108/4171	229.00	45.80	274.80
116	15	05	25	Staffordshire County Council	Health, Safety & Wellbeing Service 01.04.25 to 31.03.26	BACS	104/4056	1,300.00	0.00	1,300.00
117	15	05	25	Lichfield Community Media CIC	Lichfield & Burntwood Independent Quarter Page 01.05.25	BACS	108/4171	80.00	0.00	80.00
118	15	05	25	Holly Rolfe	Community Centre Opening - 08.08.25 Deposit	BACS	502/4066	50.00	0.00	50.00
119	15	05	25	British Gas	Community Centre Gas 22.03.25 to 22.04.25	BACS	502/4055	43.53	2.18	45.71
120	15	05	25	M J Motors Limited	BuRRT Repairs	BACS	212/4767	200.00	40.00	240.00
								111,711.44	6,565.05	118,276.49

PETTY CASH SPEND

[illegible]

AGENDA ITEM 4 - ENCLOSURE NO. 2B

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
1.	Brighter Burntwood. <i>Planters, wildflowers, hanging baskets, traffic islands</i>	December 24		On-going. Local company has agreed to fund maintenance. Staff have kept a close eye on the site, and cleared some weeds etc Met with LDC officers. Discussed options. Awaiting costs from LDC. Replanting window March / April 2025 <i>Awaiting updates on costs from LDC. Verbal report to this meeting from Town Clerk. Av now growing. Planting underway. New planters on order.</i>	Spring 2025 Spring 2025	Steve Lightfoot	Cllr Norman
2.	Restoration of Finger Posts – to examine the possibility of restoring the three historic finger posts in the Parish of Burntwood	01 December 2022	The Town Council adopt the fingerposts [namely corner of Farewell Lane, Junction of Hospital Road and Junction of Coulter Lane] and use in-house resource to refurbish them in place, by cleaning, removing rust and repainting at a cost of	<i>Still ongoing. Assessment of the state of the posts has been carried out.</i> <i>Work started on the repairing/refurbishing as stated.</i> <i>Low priority for use of resource. Work is weather dependent.</i> 2 finger posts restored to great effect. 3 is in significant disrepair, Staff are considering viable plan. Alternative scheme devised by local company to restore	April 2024	Steve Lightfoot	Cllr Woodward

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
		17.04.24	approximately £1,000.	received and may be viable and on cost. Repairs underway on Coulter Lane fingerpost working with a new local company in partnership with Burr.			
3.	Chase Terrace Community Centre	Purchased December 2023	Bring former church into use as Community Centre	Purchase completed 2023. Successful grant application March 2024. Appointed contractors May 2024. Work Commencing Aug 2024 Planning permission approved. Work re-commencing on site. Verbal report from Cllr Ennis March 2025 – work is continuing at a rapid place. Report to Ministry of Housing Communities and Local Government have been sent and are satisfactory. Room hire charging report at this meeting. May 2025. Major works complete. Some snagging and upgrades to be carried out shortly. Furniture delivered, CCTV and internet Wifi installed. Will be operational from early June, Grand Opening Date 8 August.	Opening event January - March 2025	Steve Lightfoot	Cllr D Ennis

May 2025 Completed items.**On-going items / cancelled items**

Finger posts	Partially completed. 1 remaining. Action plan drawn up.		Checking Defibs	Routine tasks, monthly
Standing orders and other procedures	Completed		CIL Expenditure	Going-on to complete projects
IT tender	Complete – implemented from September		Larks Rise community planting	Cancelled due to partner pulling out.
Wildflower Meadow 2024 Wildflower Meadow 2025	Complete. Underway		Cycle racks	Installed, apart from 2 where the land (owned by LDC) is currently unsuitable for installation.
Flagpole	Complete.		IT Strategy	Implementing new contractor.
BTC Comms Strategy / Values	Adopted		Brighter Burntwood	Phase 1 planting scheme agree. Implemented in planting season Spring 2025. Ongoing

Burntwood Town Council

Policy and Resources Committee

Wednesday 14th May 2025

Bleed kits

1. Purpose of Report

To request that Members consider agreeing to the installation of 7 bleed kits within Burntwood Town Council's defibrillator cabinets, funded by Lichfield District Council's Community Safety Partnership, and take ownership of the kits and ongoing costs associated with replacing kits or items within them as and when required.

2. Background

Burntwood Town Council are a member of Lichfield District Council's Community Safety Partnership (CSP), and CSP have led on an anti-violence campaign which includes the introduction of bleed kits, as well as providing free Stop the Bleed training.

The kits are designed to save lives by stopping life-threatening bleeds that can occur in emergency situations such as road traffic collisions.

CSP has received funding to purchase several bleed kits for the district and are recommending that 7 are placed in Burntwood. Bleed kits need to be accessible 24/7 and it is suggested that they be placed inside the defibrillator cabinets in the following locations:

- St John's Community Church
- St Matthews Sports and Social Club
- Morley Road telephone box
- Burntwood Memorial Hall
- Cameron Homes, Chasetown High Street
- Ogley Hay Road telephone box
- Smalley Court, Chase Road

The cabinets have been checked for space, and bleed kits can be fitted in a shelf at the top.

It is also recommended that Burntwood Town Council purchase one additional bleed kit to keep within the first aid kit that is taken to events.

3. Costs

Bleed Kits cost £37.50 +VAT from Citizen Aid website, and they contain the following items:

- 1 tourni-KEY Plus
- 2 x pairs of disposable gloves
- 1 x emergency thermal blanket
- 1 x Tuff cut scissors
- 2 x Large wound dressings
- 1 x Woven triangular bandage
- 1 x CPR face shield
- 1 x Indelible marker pen
- 1 x citizenAID Pocket Guide

The wound dressings are the only sterile item included within the kit which will need to be replaced every 3-5 years and can be purchased individually for a small cost. The rest of the items are non-sterile and require a visual check to make sure they are still fit for purpose.

4. Maintenance

It is recommended that the Bleed Kits are included in the Burntwood Response and Repair Team's maintenance schedule, and a visual check will be undertaken once a month while carrying out checks on the defibrillators. Officers will also keep a record of when items will need replacing.

5. Recommendation

- 1) That members note the content of this report and agree to support the ongoing costs associated with maintaining 7 bleed kits, excluding their initial purchase price which will be covered by CSP.
- 2) That members approve the purchase of one additional bleed kit to include within the first aid kit taken to Burntwood Town Council events.

Contact Officer

Kat Horner

Community Development and Engagement Officer

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01543 677166

Burntwood Town Council

Report to Policy and Resources on the Implementation of a Speed Indicator System (SIS)

1. Background.

A member of the public (the local Speedwatch Co-ordinator) has requested that members of Burntwood Town Council consider the installation of Speed Indicator System (also referred to as Speed Indicator Devices SIDS, potentially on Milestone Way. The Speedwatch volunteers have identified Milestone Way as a particular hotspot for speeding.

2. Purpose of Report

This report evaluates the potential implementation of a Speed Indicator System (SIS) in Burntwood. An SIS is an electronic roadside device that displays real-time vehicle speeds, alerting drivers when they exceed local speed limits. This initiative aims to improve road safety, reduce speeding, and increase public confidence in traffic control. The report outlines the benefits, costs, potential downsides, and likely public response to help the Town Council make an informed decision.

2. Benefits of a Speed Indicator System

a. Speed Reduction and Improved Safety

- Studies show SIS devices typically reduce vehicle speeds by 10–20% at targeted locations¹.
- Lower speeds result in fewer collisions and reduced injury severity, particularly beneficial in residential areas and near schools.

b. Public Awareness and Driver Behaviour

- Drivers often adjust their speed in response to real-time feedback.
- The system promotes voluntary compliance without the need for enforcement.

c. Data Collection

- Many SIS units record data on traffic volume, speed patterns, and peak speeding times.

¹ **TRL Study for Transport for London (2007):** This study found that Speed Indicator Devices (SIDs) were effective in reducing vehicle speeds on 30 mph roads in London when deployed for a short time. roadsafetyknowledgecentre.org.uk+3trid.trb.org+3trid.trb.org+3

- Working with other agencies, such as Staffordshire Police, this information can inform future traffic planning or enforcement actions.

d. Cost-Effective Supplement to Enforcement

- SIS units act as a visible deterrent and may reduce the need for regular police presence in problem areas.

e. Community Engagement and Confidence

- Demonstrates proactive measures by the Town Council to address residents' road safety concerns.
 - May contribute to a sense of shared responsibility for safe roads.
-

3. Estimated Costs

a. Initial Purchase and Installation

- Unit cost: £2,500–£4,000 per device (varies by model and features).
- Installation: £500–£1,000 depending on location and mounting requirements.
- Optional solar power systems: Additional £500–£1,000 per unit.

b. Ongoing Costs

- Maintenance and repairs: £100–£300 annually per unit.
- Data download/analysis (if outsourced): £250–£500 per year.
- Potential costs for relocation if using mobile units.

c. Total Estimated First-Year Cost (per unit): £3,500–£6,000

4. Downsides and Risks

a. Limited Long-Term Effectiveness

- Speed reductions may decline over time as drivers become accustomed to the signs (the "novelty effect").

b. Vandalism and Theft

- Units are exposed and may be subject to damage or tampering, especially in isolated locations.

c. Maintenance Burden

- Ongoing maintenance is essential to keep the signs operational and accurate.
- Solar-powered units may experience issues in low-light months.

d. Does Not Enforce Penalties

- SIS units do not issue fines or warnings; persistent offenders may not be deterred.

e. Funding and Allocation Disputes

- Residents in different parts of Burntwood may contest where the signs are deployed, especially if only a limited number are installed.

5. Public Reactions and Perceptions

Positive Reactions Likely From:

- Residents in areas with known speeding issues.
- Parents and schools concerned about student safety.
- Community safety advocates.

Potential Negative Reactions:

- Motorists who feel targeted or unjustly monitored.
- Residents who perceive the measure as ineffective or symbolic without enforcement.
- Concerns over spending priorities if other local services are underfunded.

Managing Public Expectations:

- Transparency on data collection and deployment criteria is essential.
- Public consultation or trial periods may improve acceptance.
- Clearly linking the program to improved safety outcomes will help justify investment.

6. Conclusion and Recommendations

The deployment of Speed Indicator Systems in Burntwood offers a cost-effective, visible, and largely well-received method to reduce speeding and enhance community safety. While not a complete solution, SIS devices can complement enforcement efforts and provide valuable traffic data.

Recommendations:

Members to consider the following options

A.

1. Authorise the Town Clerk to investigate further and
 - a. Pilot a mobile SIS unit in one (or more) known speeding hotspots.
 - b. Monitor effectiveness over a 6–12 month period using traffic data.
 - c. Engage with local residents and schools to build support.
 - d. Agree a suitable budget for installation and maintenance. The Council's own BuRRT team would be able to install and maintain the device, reducing costs.

Or B.

To decline to proceed and not fund a device(s).

Steve Lightfoot

Town Clerk

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01543 677166

Burntwood Town Council DBS Policy

1. Introduction

Burntwood Town Council is committed to ensuring the highest standards of integrity and safeguarding within its operations. Although the Council does not work directly with children or vulnerable adults, it recognizes its responsibility to uphold public confidence and ensure that all staff and, where required, Councillors, are suitable for their roles. This policy sets out the Council's approach to Disclosure and Barring Service (DBS) checks.

2. Scope

This policy applies to all employees, volunteers, and, where appropriate, elected Councillors of the Town Council.

3. Principles

- The Town Council will comply with the relevant legislation and guidance relating to DBS checks.
- DBS checks will only be conducted where necessary, in accordance with legal requirements and the nature of the role.
- The Council will treat all information received from the DBS confidentially and in line with data protection legislation.
- No individual will be unfairly discriminated against based on the findings of a DBS check.

4. Roles Requiring DBS Checks

DBS checks will only be carried out where a role meets the eligibility criteria under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Police Act 1997. The following roles may require a DBS check:

- Staff or Councillors involved in activities that may include access to sensitive or personal information related to children or vulnerable adults.
- Employees responsible for financial transactions or public funds where enhanced trust is required.
- Volunteers and representatives engaging in community events where an assessment deems it appropriate.

5. Types of Checks and Frequency

Where a check is required, the level of check will be determined based on the responsibilities of the role. These may include:

- **Basic DBS Check** – Covers unspent convictions and may be requested for staff handling financial or sensitive data.
- **Standard DBS Check** – Covers both spent and unspent convictions and will be used in exceptional cases where a role may require such scrutiny.

DBS checks will be conducted at the recruitment stage and reviewed periodically as necessary, typically every three years for applicable roles.

6. Recruitment Process

- Where a role requires a DBS check, this will be clearly stated in recruitment materials.
- A conditional offer of employment may be subject to the receipt of a satisfactory DBS check.
- Applicants will not be unfairly disadvantaged due to a previous conviction unless it is deemed relevant to the role.

7. Handling and Storage of DBS Information

- DBS certificates will be handled in strict confidence and only shared with authorized personnel.
- Information will be securely stored in accordance with the Data Protection Act 2018 and the Council's Data Protection Policy.
- Any data held will not be retained for longer than necessary and will be disposed of securely.

8. Councillors and DBS Checks

Councillors will not be subject to DBS checks unless they undertake specific duties that require eligibility, such as working closely with vulnerable groups as part of their Council role. Any requirement for checks will be determined on a case-by-case basis.

9. Appeals and Disputes

If an applicant or employee disputes the findings of a DBS check, they will have the right to challenge the information through the DBS dispute resolution process.

10. Review of Policy

This policy will be reviewed periodically to ensure it remains compliant with legal requirements and best practices. Any amendments will be approved by the Council.

Adoption and Approval

This policy was adopted by the Town Council on xx and will be reviewed every three years or as required by legislative changes.

Closed Circuit Television (CCTV) Policy

Burntwood Town Council – Chase Terrace Community Centre

1. Purpose

This policy outlines how Burntwood Town Council operates and manages CCTV at Chase Terrace Community Centre to promote the safety and security of the premises, its users, and the wider public, in compliance with relevant data protection laws.

2. Legal Basis

CCTV systems are operated in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- Surveillance Camera Code of Practice (Protection of Freedoms Act 2012)

3. Objectives of the CCTV System

The system is operated for the following purposes:

- Prevention and detection of crime and anti-social behaviour.
- Protection of staff, hirers, visitors, and the public.
- Safeguarding council property and public assets.
- Assisting law enforcement agencies with investigations.

4. System Overview

- CCTV cameras are installed at key locations internally and externally at Chase Terrace Community Centre.
- The system operates continuously (24/7), and all footage is recorded.
- Cameras are positioned to avoid capturing images unrelated to the centre's legitimate purposes.

5. Management and Responsibilities

- Burntwood Town Council is the Data Controller (the Town Clerk) for the CCTV system.
- The Town Clerk (or designated officer) is responsible for managing the system and ensuring compliance.
- Regular reviews are conducted to assess the necessity and proportionality of surveillance.

6. Data Storage and Retention

- CCTV footage is stored securely and can only be accessed by authorised personnel.
- Footage will normally be retained for a maximum of 30 days, after which it will be deleted unless required for legitimate investigation or legal proceedings.

7. Access to Footage

- Access is strictly limited to trained and authorised staff.
- Disclosure to third parties (e.g. police) is permitted only when necessary for crime prevention or detection and in line with data protection legislation.
- Members of the public, staff and councillors may request access to footage of themselves, subject to identification and applicable exemptions and relevant legislation.

8. Signage and Transparency

- Appropriate signage is in place to inform the public and users of the building that CCTV is in operation.
- A copy of this policy is publicly available on request and published on the Council's website.

9. Data Subject Rights

Individuals have the right to:

- Request access to their personal data (Subject Access Request).
- Request correction or erasure of data, or raise objections if appropriate.

Requests must be made in writing to the Town Clerk and will be handled in accordance with UK GDPR timelines.

10. Review and Policy Updates

This policy will be reviewed annually, or sooner if required by changes in legislation or operational circumstances.

****Adopted by Burntwood Town Council:**** [Insert date]

****Next Review Due:**** [Insert one year later]