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Our Ref: SL/JM

15 May 2025

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

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Town Council to be held on **Thursday 22 May 2025 at Burntwood Library, Bridge Cross Road, Burntwood** at which the business set out below will be transacted.

**PLEASE NOTE:** The meeting will commence immediately after the Annual Town Meeting which will commence at 6pm.

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. ELECTION OF TOWN COUNCIL CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. ELECTION OF TOWN COUNCIL VICE-CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. APOLOGIES FOR ABSENCE**
- 4. DECLARATIONS OF INTERESTS AND DISPENSATIONS**  
To receive declarations of interests and consider requests for dispensations.
- 5. MINUTES**  
To approve as a correct record the Minutes of the Meeting of the Town Council held on 24 March 2025 (Minute Nos. 80-99) (**ENCLOSURE NO. 1**).
- 6. TO APPOINT CHAIR, VICE-CHAIR AND MEMBERS OF COMMITTEES**  
The Council is asked to appoint Councillors to the Committees that it has set up (**ENCLOSURE NO. 2 – TO FOLLOW**).
- 7. CHAIR'S REPORT**  
For information purposes only. No decision is required by the Council.
- 8. MEMBERS QUESTIONS**
- 9. MODEL PUBLICATION SCHEME**  
Members are asked to consider and note the Town Council's Model Publication Scheme (**ENCLOSURE NO. 3**)
- 10. CODE OF CONDUCT**  
Members are asked to consider and note the Town Council's Code of Conduct (**ENCLOSURE NO. 4**)
- 11. STANDING ORDERS**  
Members are asked to consider and note the Town Council's Standing Orders (**ENCLOSURE NO. 5**)
- 12. SCHEME OF DELEGATION**  
Members are asked to consider and note the Town Council's Scheme of Delegation (**ENCLOSURE NO. 6**).

**13. BURNTWOOD PLACE MAKING AND CULTURAL STRATEGY**

For members to consider the recommendation from Policy and Resources Committee held on 17 March 2025 (Minute No. 51 refers) regarding the Unlimited Proposal for Place Making and Cultural Strategy (**ENCLOSURE NO. 7**).

**14. RISK ASSESSMENT REGISTER**

To review and approve the Town Council's overarching risk register (**ENCLOSURE NO. 8**).

**15. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR 2024/25 INCLUDING ACCOUNTING STATEMENTS**

Council is asked to consider the recommendations in the attached report (**ENCLOSURE NO. 9A**) relating to the draft Annual Governance and Accountability Return 2024/25 (**ENCLOSURE NO.9B**), the Internal Auditor's letter (**ENCLOSURE NO. 9C**), the Detailed Income and Expenditure for 2024/25 (**ENCLOSURE NO. 9D**) and the Statutory Balance Sheet as at 31<sup>st</sup> March 2025 (**ENCLOSURE NO. 9E**).

**16. POLICY AND RESOURCES COMMITTEE – 17 MARCH 2025**

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 17 March 2025 (Minute Nos. 45-57) be received and where necessary approved and adopted (**ENCLOSURE NO. 10**).

**17. PLANNING AND DEVELOPMENT COMMITTEE – 02 APRIL 2025 AND 06 MAY 2025**

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 02 April 2025 (Minute Nos. 64-70) and 06 May 2025 (Minute Nos. 71-76) be received and where necessary approved and adopted (**ENCLOSURE NO. 11A and 11B**).

**18. COMMUNITY AND PARTNERSHIPS COMMITTEE – 07 MAY 2025**

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 07 May 2025 (Minute Nos. 64-74) be received and where necessary approved and adopted (**ENCLOSURE NO. 12**).

**19. 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.

**20. COULTER LANE BURIAL GROUND WALL**

See Confidential Report (**ENCLOSURE NO. 13, 13A, 13B AND 13C - 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.

|                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>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.</b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL  
HELD IN THE 71 ROOM, BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,  
BURNTWOOD ON MONDAY 24 MARCH 2025 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor L Ennis (in the Chair)  
Councillors Banevicius, Bullock, D Ennis, R Ennis, Evans, Galvin, Gittings, Hancox, Norman, P Taylor, S Taylor, Tranter, Willis-Croft, Wittstock and Woodward

**In attendance**

S Lightfoot, Town Clerk  
Ms J Minor, Deputy Clerk  
Ms A James, Finance Officer  
County Councillor Wilcox  
County Councillor Cox  
County Councillor Loughbrough-Rudd  
Mrs Bishop  
Mr Swain  
Mr Bennetts

**PUBLIC FORUM**

No questions were raised by members of the public.

**COUNTY COUNCILLOR PLATFORM**

County Councillor Wilcox stated that this would be his last meeting as he was not seeking re-election at the forthcoming County Council Elections. He thanked Councillors and Officers for the support that had been shown to him. Councillor D Ennis thanked all three County Councillors for the work undertaken since May 2021.

**80. APOLOGIES FOR ABSENCE**

Councillor Bacon (Unwell)  
Councillor Coe MBE (Unwell)  
Councillor Flanagan (Personal Reasons)  
Councillor Kirkham (Work Commitments)

The reasons for the apologies were approved.

**81. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

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

Members noted that the vacancy had been advertised and that no notice requesting an election had been made. Members were informed that an application to be co-opted had been received from Mrs Bishop. Referring to the Town Council's Standing Orders Councillor L Ennis invited the candidate to give a presentation of up to three minutes. She explained that there would be no further discussion following the presentation. It was proposed by Councillor L Ennis, seconded by Councillor D Ennis

and **resolved** that the Town Council would suspend Standing Order 1(s) and agreed to conduct the vote by secret ballot. Ballot papers were distributed. The Chair announced the result.

Mrs Bishop, as the successful co-optee signed the Declaration of Acceptance of Office after which she took her place at the table.

#### **83. HIGHFIELD WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER**

Members noted that the vacancy had been advertised and that no notice requesting an election had been made. Members were informed that applications to be co-opted had been received from Mr Bennetts and Mr Swain. Referring to the Town Council's Standing Orders Councillor L Ennis invited the candidates to give a presentation of up to three minutes. She explained that there would be no further discussion following the presentation. It was proposed by Councillor L Ennis, seconded by Councillor D Ennis and **resolved** that the Town Council would suspend Standing Order 1(s) and agreed to conduct the vote by secret ballot. Ballot papers were distributed. The Chair announced the result.

Mr Swain, as the successful co-optee signed the Declaration of Acceptance of Office after which he took his place at the table.

Councillor D Ennis welcomed the newly elected Members and thanked Mr Bennetts for putting his name forward.

#### **84. 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 20 January 2025 (Minute Nos. 64-79) be received and where necessary approved and adopted.

#### **85. CHAIR'S REPORT**

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

It is always very rewarding when you have an idea which makes a longer-term difference than you had anticipated. In January the Town Council team, the Library volunteers and I held a thank you event for Carers. I am always inspired by the selfless way that people take care of loved ones. I thought that it would be good to say a special thank you to them. We had a lovely afternoon tea at the Library and it was good to see people enjoying the opportunity to relax and chat. What we hadn't anticipated was that they enjoyed it so much that MHA are now going to hold regular chat sessions at the Library, as the carers requested the opportunity.

The role of Chair is very diverse, going from Carers to school students. I was able to join the Road Safety Week awareness event that they held at Fulfen School. They had obviously done a lot of work preparing for the event and knew all the risks that were posed by parents doing things like parking right outside school or blocking little side

roads. They even picked up on those who parked halfway on the footpath making it impossible for parents with buggies, or anyone in a wheelchair or mobility scooter to pass. They became parking enforcement officers for the afternoon and it was a really strong message for parents who were badly parked. Fulfen School did an excellent job, and it has hopefully made a difference to the children and parents.

My charity of the year is Pathway Project. I would like to raise as much money as possible and enable them to continue doing their amazing work with adults and children who live with domestic and sexual abuse. My big event is a quiz night on 3 May. I would love to see as many of you as possible, so that I can raise a lovely amount of money for a very worthy cause. Please come along. It will be lots of fun and will make an outgoing chair very happy to have made a difference. Tickets are available from the Town Council Offices and raffle prizes would be welcomed.

**86. MEMBERS QUESTIONS**

No questions were raised by Members.

**87. CALENDAR OF MEETINGS 2024/25**

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

**RESOLVED** That the Calendar of Meetings for 2024/25 be amended as follows:

- Planning and Development Committee be moved from Tuesday 01 April 2025 to Wednesday 02 April 2025.
- Policy and Resources Committee be moved from Thursday 15 May 2025 to Wednesday 14 May 2025.

**88. CALENDAR OF MEETINGS 2025/26**

Councillor Evans pointed out that the Calendar of Meetings for 2025/26 did not reflect the new date for the Policy and Resources Committee in May 2025 and that 06 November 2025 was in fact a Thursday and not a Monday.

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

**RESOLVED** That the Calendar of Meetings for 2025/26 be received and adopted subject to the amendments highlighted at the meeting.

*The Deputy Clerk to send the amended Calendar of Meetings for 2025/26 to all Members.*

**89. MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2024-25**

Members noted the report detailing the annual Members meeting attendance for the municipal year 2024-25.

## 90. REVIEW OF FINANCIAL REGULATIONS

Following the meeting of the Policy and Resources Committee held on 17 July 2024 (Minute No. 8 refers) it was noted that the Financial Regulations had been highlighted in blue where significant amendments had been made, sections highlighted in red do not apply and should be deleted from the final version and sections highlighted in green are suggested for deletion, as not appropriate, not required, or impractical with current resources.

Councillor P Taylor referred to Page 7, Section 5 – Procurement and in particular 5.6, 5.7, 5.8 and 5.9 and highlighted that some of the sections in procurement stated including VAT' and others stated 'excluding VAT' and felt that this difference could be significant when making decisions.

The Town Clerk explained that the regulations were based on the updated model document of financial regulations issued by NALC in May 2024.

Councillor D Ennis **recommended** that, for consistency and clarity, all sections relating to VAT should state 'excluding VAT' and this was seconded by Councillor Woodward.

Councillor Norman referred to Page 9, Section 5 – Procurement and in particular 5.21 and asked if including both the Clerk or Deputy Clerk is guidance provided by NALC. The Finance Officer explained that the NALC model often refers to one officer only e.g. RFO so had been amended to better serve this Council's situation, partly due to her part-time working hours.

Councillor Evans referred to Page 10, Section 6. Banking and Payments and, in particular, 6.7 and confirmed that neither she nor Councillor P Taylor had ever been asked to sign the schedule when payments are made. Councillor P Taylor **recommended** that the regulations be amended to state that the authorising councillors send emails to the Deputy Clerk confirming when payments have been authorised and this could be the official approval and this was seconded by Councillor Woodward.

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

**RESOLVED** That the Financial Regulations be approved and adopted subject to the recommendations highlighted at the meeting.

## 91. FINANCIAL UPDATE TO END JANUARY 2025

The Finance Officer explained that, 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. Therefore, that income and any related expenditure were not included in the budget, thus distorting some comparisons against budget now.

Members noted the report of income and expenditure compared to budget for the first 10 months of the financial year, April 2024 to January 2025.

**92. EARMARKING OF RESERVES AT FINANCIAL YEAR END**

Councillor D Ennis referred to Item 11 – Significant Events and it was **recommended** that this should be left unchanged, with any Events budget underspend for 2024/25 not being added to this reserve.

Councillor D Ennis referred to Item 4 – Better Burntwood Fund and it was **recommended** that any unspent 2024/25 budget be added to this reserve.

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

**RESOLVED** That the suggested changes to Earmarked Reserves at financial year end in Appendix 6A be approved and adopted, subject to the recommendations highlighted at the meeting.

**93. VAT STATUS OF CHASE TERRACE COMMUNITY CENTRE**

Referring to Minute No. 32 – Town Council Meeting held on 16 July 2024 refers, Councillor P Taylor stated that an alternative approach to Opting to Tax had been put forward to HMRC last summer. A reply is still being chased. He explained that 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 (07 May 2025), the first return in which VAT will be reclaimed for the works on the building.

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

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

**RESOLVED** That the Minutes of the Meetings of the Planning and Development Committee 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.

**95. COMMUNITY AND PARTNERSHIPS COMMITTEE – 22 JANUARY 2025 AND 10 MARCH 2025**

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 Meetings of the Community and Partnerships Committee 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.

**96. POLICY AND RESOURCES COMMITTEE – 23 JANUARY 2025**

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

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 23 January 2025 (Minute Nos. 38-44) be received and where necessary approved and adopted.

**97. 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.

**98. CONFIDENTIAL 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 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.

**99. POLICY AND RESOURCES COMMITTEE – 23 JANUARY 2025**

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

**RESOLVED** That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 23 January 2025 (Minute Nos. 43-44) be received and where necessary approved and adopted.

(The Meeting closed at 6.42 pm)

Signed .....

Date .....

# Information available from Burntwood Town Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published                                                                                                                                                                                                           | How the information can be obtained                 | Cost |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------|
| <b>Class 1 - Who we are and what we do</b><br><br>(Organisational information, structures, locations and contacts)<br><br>Current information only                                                                                    | Hard Copy<br><br>Website                            | Free |
| List of Council members and their responsibilities as well as a list of Council Committees<br><br>Details of any representation on local public bodies                                                                                | Hard Copy<br>Poster on notice boards<br><br>Website | Free |
| Postal and email address<br><br>Contact details for Parish Clerk and Council members<br><br>Where possible, provide named contacts including contact phone numbers and email addresses                                                | Hard Copy<br>Website                                | Free |
| Location of main Council office and accessibility details                                                                                                                                                                             | Hard Copy<br>Website                                | Free |
| Staffing structure                                                                                                                                                                                                                    | Website                                             | Free |
| <b>Class 2 – What we spend and how we spend it</b><br><br>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit<br><br>Current and previous financial year as a minimum | Website<br>Hard copy                                | Free |
| Statement of accounts and internal audit report in the format included in the Annual Return form                                                                                                                                      | Hard Copy<br>Notice Boards<br>Website               | Free |
| Finalised budget                                                                                                                                                                                                                      | Hard Copy<br>Website                                | Free |
| Precept                                                                                                                                                                                                                               | Hard Copy<br>Website                                | Free |



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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------|
| Borrowing Approval letter                                                                                                                                                                          | Hard copy, when applicable                 | Free |
| All items of expenditure above £100                                                                                                                                                                | Website via Committee minutes<br>Hard copy | Free |
| Financial Standing Orders and Regulations                                                                                                                                                          | Hard Copy<br>Website                       | Free |
| Grants given and received                                                                                                                                                                          | Hard Copy<br>Website                       | Free |
| List of current contracts awarded and value of contract                                                                                                                                            | Hard Copy<br>Website                       | Free |
| Members' allowances and expenses                                                                                                                                                                   | Website                                    | Free |
| <b>Class 3 – What our priorities are and how we are doing</b><br><br>Strategies and plans, performance indicators, audits, inspections and reviews<br><br>Current and previous year as a minimum   | Hard Copy<br>Website                       | Free |
| Annual governance statement in format included in the Annual Return form                                                                                                                           | Hard Copy<br>Noticeboards.<br>Website      | Free |
| Parish Plan                                                                                                                                                                                        | Website<br>Hard Copy                       | Free |
| Annual Report to Parish or Community Meeting                                                                                                                                                       | Hard Copy<br>Website                       | Free |
| Quality status                                                                                                                                                                                     | Hard Copy<br>Notice board<br>Website       | Free |
| Local charters drawn up in accordance with DLUHC's guidelines                                                                                                                                      | Hard copy<br>Notice board<br>Website       | Free |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Hard Copy<br>Website                       | Free |
| <b>Class 4 – How we make decisions</b><br><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum                                           | Hard Copy<br>Website                       | Free |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)                                                                                                       | Hard Copy<br>Website                       | Free |
| Agendas of meetings (as above)                                                                                                                                                                     | Hard Copy<br>Website                       | Free |



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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------|
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Hard Copy<br>Website                   | Free |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Hard Copy<br>Website                   | Free |
| Responses to consultation papers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Hard Copy<br>Website                   | Free |
| Responses to planning applications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Hard Copy<br>Website                   | Free |
| Bye-laws                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Hard Copy<br>Website (if applicable)   | Free |
| <b>Class 5 – Our policies and procedures</b><br><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only                                                                                                                                                                                                                                                                                                                                                                                             | Hard Copy<br>Website                   | Free |
| Policies and procedures for the conduct of Council business:<br><br><ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>                                                                                                                                                                                                                                                            | Hard Copy<br>Website                   | Free |
| Policies and procedures for the provision of services and about the employment of staff:<br><br><ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> | Hard Copy<br>Website where applicable. | Free |
| Records management, personal data and access to information policies<br><br>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies                                                                                                                                                                                                                                                                                                                                          | Hard Copy<br>Website                   | Free |
| <b>Class 6 – Lists and Registers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Hard Copy<br>-some information may     | Free |



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| Currently maintained lists and registers only.                                                                                                                                                               | only be available by inspection)                                                                         |      |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)                                                                         | By inspection if held.                                                                                   | Free |
| Assets register, including details of public land and building assets                                                                                                                                        | By inspection if held                                                                                    | Free |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice                                                                              | Hard copy<br>Website                                                                                     | Free |
| Register of members' interests                                                                                                                                                                               | Hard Copy, Website                                                                                       | Free |
| Register of gifts and hospitality                                                                                                                                                                            | Hard Copy, Website                                                                                       | Free |
| <b>Class 7 – The services we offer</b><br><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | hard copy or website;<br>some information may only be available by inspection                            |      |
| Allotments                                                                                                                                                                                                   | Not held.                                                                                                |      |
| Burial grounds and closed churchyards                                                                                                                                                                        | Hard copy<br>Website                                                                                     | Free |
| Community centres and village halls                                                                                                                                                                          | Website                                                                                                  | Free |
| Parks, playing fields and recreational facilities                                                                                                                                                            | <a href="http://www.lichfielddc.gov.uk">www.lichfielddc.gov.uk</a>                                       |      |
| Seating, litter bins, clocks, memorials and lighting                                                                                                                                                         | Website<br>Hard copy                                                                                     | Free |
| Bus shelters                                                                                                                                                                                                 | Website<br>Hard copy                                                                                     | Free |
| Markets                                                                                                                                                                                                      | Websites<br>Posters<br>Noticeboards                                                                      | Free |
| Public conveniences                                                                                                                                                                                          | <a href="http://www.lichfielddc.gov.uk">www.lichfielddc.gov.uk</a>                                       |      |
| Agency agreements                                                                                                                                                                                            | Hard copy where applicable.                                                                              | Free |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees)                                                                                                               | Website<br>Hard copy                                                                                     | Free |
| <b>Additional Information</b><br><br>Information not itemised in the lists above                                                                                                                             | As determined by the Council to be available and the format that such information will be made available |      |
| Lichfield District Council services                                                                                                                                                                          | <a href="http://www.lichfielddc.gov.uk">www.lichfielddc.gov.uk</a><br>01543 30800                        |      |
| Staffordshire County Council services                                                                                                                                                                        | <a href="http://www.staffordshire.gov.uk">www.staffordshire.gov.uk</a>                                   |      |

### Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. The first copy will be provided for collection at our offices for free. Subsequent copies will be charged for as below.



| TYPE OF CHARGE           | DESCRIPTION                                 | BASIS OF CHARGE                                          |
|--------------------------|---------------------------------------------|----------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ 5p per sheet (black & white) | Actual cost *                                            |
|                          | Photocopying @ 30p per sheet (colour)       | Actual cost                                              |
|                          |                                             |                                                          |
|                          | Postage                                     | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
|                          |                                             |                                                          |
| <b>Statutory Fee</b>     |                                             | In accordance with the relevant legislation              |
|                          |                                             |                                                          |
| <b>Other</b>             |                                             |                                                          |
|                          |                                             |                                                          |

\* the actual cost incurred

For further information, please contact  
 Steve Lightfoot- Town Clerk  
 Burntwood Town Council  
 The Old Mining College  
 Queen Street  
 Chasetown  
 Burntwood WS7 4QH  
 01543 677166  
[steve.lightfoot@burntwood-tc.gov.uk](mailto:steve.lightfoot@burntwood-tc.gov.uk)  
[www.burntwood-tc.gov.uk](http://www.burntwood-tc.gov.uk)

Our office is located at the Old Mining College and is normally open between 9am and 3pm.

**BURNTWOOD TOWN COUNCIL CODE OF CONDUCT**

**1. INTRODUCTION**

In accordance with the Localism Act 2011, section 27 Burntwood Town Council has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members<sup>1</sup> whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council. The Code of Conduct does not apply to what members do in their private and personal lives<sup>2</sup>.

**Conduct in public life**

When acting in your capacity as a member of Burntwood Town Council you must promote and support high standards of conduct. You shall have regard to the following principles:

**Selflessness**

You should act solely in terms of the public interest and should not seek to gain financial or other material benefits for yourself, your family, your friends, organisations or groups.

**Integrity**

You should not place yourself under any situation where your integrity may be questioned, you should not behave improperly and should avoid the appearance of such behaviour.

**Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit.

**Accountability**

You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office.

**Openness**

You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

**Honesty**

You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

1 For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

2 When in engaging in political activities such as canvassing for re-election members are not acting in their official capacity, and for the purposes of this Code of Conduct, such political activities are considered part of a member's private and personal life.

### **Leadership**

You must promote and maintain high standards of conduct by supporting these principles through leadership and by example and should act in a way that secures or preserves the confidence of others. You must have due regard to the impartiality and integrity of the authority's statutory officers and its other officers.<sup>3</sup>

## **3. MEMBER OBLIGATIONS**

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

### **Registration of interests**

Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer of Lichfield District Council the interests which fall within the categories set out in Appendices A and B.

6. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
7. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
8. If the nature of the interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you, or a person connected to you, being subject to violence or

intimidation, the interest must not be included in any published version of the Register of

3 Members may express themselves robustly in representing their or their constituents' views, although where a member engages in a sustained or systematic challenge of an officer which is unfounded or in any way unreasonable, such conduct would fall within the scope of this code.

Interests, or to be entered into any copy of the register that is made available to the public.<sup>4 5</sup>

### **Declaration of interests at meetings**

9. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only must declare the nature of the interest at the meeting if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
10. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix B the member shall not vote on the matter. He/she may speak on the matter only if members of the public are not allowed to speak at the meeting.
12. A member only must declare an interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
13. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

### **Dispensations**

14. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if the member has an interest in Appendices A and B if the Council considers that:

- (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;

4 Instead the Register of Interests may state that a member has an interest the detail of which are withheld under section 32(2) of the Localism Act 2011.

5 If the member is required to disclose such an interest in a meeting, the member need not disclose the interest, but merely the fact that the member has a disclosable pecuniary interest in the matter concerned.

- (b) without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;

- (c) granting the dispensation is in the interests of persons living in the authority's area,

- (d) it is otherwise appropriate to grant a dispensation.

**Allegations of a failure to comply with the Code of Conduct.**

- 15. All complaints alleging a failure to comply with the Code of Conduct will be considered in accordance with a procedure agreed by the Council.

## APPENDIX A

Interests defined by regulations made under section 30(3) of the Localism Act 2011 and described in the table below.

| <b>SUBJECT</b>                                           | <b>DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employment, office, trade, profession or vocation</b> | Any employment, office, trade, profession or vocation carried on for profit or gain.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Sponsorship</b>                                       | <p>Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 of the Code of Conduct for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>                                                                                                  |
| <b>Contracts</b>                                         | <p>Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director or an incorporated body or holds the beneficial interest in securities*) and the Council:</p> <p>(a) under which the goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>                                                                                                               |
| <b>Land</b>                                              | Any beneficial interest in land which is within the area of the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Licences</b>                                          | Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Corporate Tenancies</b>                               | <p>Any tenancy where (to the member's knowledge:</p> <p>(a) the landlord is the Council; and</p> <p>(b) the tenant is a body in which the member, or his/her spouse or civil partner with whom the member is living as if they were spouses/civil partners has a beneficial interest.</p>                                                                                                                                                                                                                                                                                                                |
| <b>Securities</b>                                        | <p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to the members knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) either:</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p> |

\*'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**APPENDIX B**

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body, other than another local authority:
  - (a) exercising functions of a public nature;
  - (b) directed to charitable purposes; or
  - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.



# **BURNWOOD TOWN COUNCIL**

## **STANDING ORDERS**

**Reviewed & Adopted May 2025**

## **STANDING ORDERS WITH RESPECT TO PROCEEDINGS AND BUSINESS OF BURNTWOOD TOWN COUNCIL**

### **STATUTORY PROVISIONS**

**THESE STANDING ORDERS ARE BASED ON THE NEW NATIONAL MODEL  
STANDING ORDERS PUBLISHED BY THE NATIONAL ASSOCIATION OF  
LOCAL COUNCILS (NALC) IN 2013.**

Some matters on which a council would normally make a Standing Order have been laid down in Acts of Parliament and are therefore compulsory.

The Standing Orders based on the statutory provisions have been printed in **bold type**.

This is so that Councillors can have available in one document a complete procedural code, which includes the prescribed statutory elements and the discretionary rules adopted by Council as Standing Orders.

Statutory provisions cannot be suspended or amended, as can the Standing Orders made by Council (see Standing Order No 32).

All provisions incorporated into these Standing Orders have been made in accordance with primary legislation and with due regard to the provisions of the Human Rights Act 1998.

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**LEGEND:**

- Mandatory for Full Council meetings
- Mandatory for Committee meetings
- Mandatory for Sub-Committee meetings

**1. MEETINGS**

- a) ● Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- b) ● The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning.
- c) ● The minimum three clear days public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d) ● Meetings of the Council shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e) **Public Forum:** Subject to Standing Order 1(d) above, a maximum of 30 minutes will be allocated prior to the commencement of any meeting where members of the public may put questions or make comments on any matter in relation to which the Town Council has powers or duties which affect the area. Subject to the Council being given 3 working days' notice of the issue to be raised.
- f) **All meetings except for full Council and the Annual Meeting:** Subject to Standing Order 1(d) above, members of the public are also permitted to make representations, answer questions, and give evidence in respect of any item of business included on the meeting's agenda, subject to the Council being given 3 working days' notice of the issue to be raised.
- g) Subject to Standing Order 1(e) above, each member of the public shall not normally speak for more than 3 minutes. The Chair will have the discretion to allow a speaker more time if appropriate.
- h) In accordance with Standing Order 1(e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- i) In accordance with 1(h) above, the Chair may direct that a response to a question posed by a member of the public be referred to the Leader of the Council or their nominee for an oral response or to an employee for a written response.
- j) A record of a public participation session at a meeting shall be noted in the minutes of that meeting.
- k) A person shall raise their hand when requesting to speak and stand when speaking when able). The Chair may at anytime permit an individual to be seated when speaking.
- l) Any person speaking at a meeting shall address their comments to the Chair.

- m) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- n) ●● The press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- n) ● **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Vice-Chair (if any).**
- o) ● **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- p) ●●● **Subject to Standing Order 1(w) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting.**
- q) ●●● **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. (See also Standing Orders 2(h) and 2(i) below.)**
- r) ● **Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.** Such a request shall be made before the vote is taken.
- s) ●●● **The minutes of a meeting shall record the names of Councillors present and apologies for absence.**
- t) ●●● **A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v) ●●● **No business may be transacted at a meeting of the Council unless at least one third (8) of the whole number of Members of the Council are present and in no case shall the quorum of a committee, sub-committee, working group or Task & Finish Group meeting be less than 3.**
- w) ●●● **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.**

**2. ORDINARY COUNCIL MEETINGS**

*(See also Standing Order 1 above)*

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 6.00 pm.**
- d) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e) **The election of the Chair and Vice-Chair of the Council shall be the first business completed at the annual meeting of the Council.**
- f) **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g) **The Vice-Chair of the Council, if any, unless they resign or becomes disqualified shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h) **In an election year, if the current Chair of the Council has not been re-elected as a Member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chair of the Council has been re-elected as a Member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j) **Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting of the Council, the business of the annual meeting shall include:**
  - i) **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date.**
  - ii) Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes and/or to determine recommendations made by committees.
  - iii) Appointment of committees, sub-committees, working groups, Task & Finish Groups.
  - iv) Appointment of representatives to represent the Council on Outside Bodies.
  - v) Any other business specified in the summons.

### **Other Meetings**

- k) After the first business has been completed the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:
  - i) **After consideration to approve the signing of the Minutes by the person presiding as a correct record.**
  - ii) **To deal with business expressly required by statute to be done.**
  - iii) Chair's announcements.
  - iv) To dispose of business, if any, remaining from the last meeting.
  - v) To receive and consider reports and minutes of committees.
  - vi) To answer questions from Councillors.
  - vii) To receive and consider resolutions or recommendations in the order in which they have been received.
  - viii) To consider motions in the order in which notice has been received.
  - ix) Any other business specified in the summons.

### **Urgent Business**

- m) A motion to vary the order of business on the grounds of urgency:
  - i) May be proposed by the Chair or by any Councillor and, if proposed by the Chair, may be put to the vote without being seconded, and
  - ii) Shall be put to the vote without discussion.

### **3. PROPER OFFICER**

- a) The Council's Proper Officer shall be either:
  - i) The Town Clerk
  - ii) Or such other employee as may be appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.
- b) The Council's Proper Officer shall do the following:
  - i) **Sign and serve on Councillors by delivery or post or email at their residence a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.**
  - ii) **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
  - iii) Subject to Standing Orders 4(a)-(e) below, include in the agenda all motions in the order received unless a Councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it.
  - iv) **Convene a meeting of Full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in her/his office, in accordance with Standing Order 3(b)(i) above.**
  - v) Make available for inspection the minutes of meetings.
  - vi) **Receive and retain copies of byelaws made by other local authorities.**
  - vii) Receive and retain acceptance of office forms from Councillors.
  - viii) Retain a copy of every Councillor's register of interests.
  - ix) Keep proper records required before and after meetings.
  - x) Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
  - xi) Receive and sign general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
  - xii) Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
  - xiii) Arrange for legal deeds to be signed by two Councillors and witnessed. (See also Standing Orders 15a) and (b).)
  - xiv) Arrange for prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.

- xv) Record every planning application notified to the Council and the Council's response to the local planning authority electronically on the planning software used by the Council.
- xvi) Refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Planning and Development Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of the planning application requires consideration before the next ordinary meeting of the Planning and Development Committee.
- xvii) To certify copies of bylaws made by the Council.
- xviii) Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

**4. MOTIONS REQUIRING WRITTEN NOTICE**

- a) In accordance with Standing Order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear days before the next meeting.
- b) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- c) Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Councillors.
- d) The Proper Officer shall insert in the Summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Councillor giving a notice of motion has stated in writing that s/he intends to move at some later meeting or that s/he withdraws it.
- e) If a resolution or recommendation specified in the summons is not moved either by the Councillor who gave notice of it or by any other Councillor, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- f) Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Councillors.
- g) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- h) If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if they considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

**5. MOTIONS NOT REQUIRING WRITTEN NOTICE**

- a) Motions in respect of the following matters may be moved without written notice:
- i) To appoint a person to preside at a meeting.
  - ii) To approve the accuracy of the minutes of the previous meeting.
  - iii) To correct an inaccuracy of the draft minutes of the previous meeting.
  - iv) To dispose of business, if any, remaining from the last meeting.
  - v) To alter the order of business on the agenda for reasons of urgency or expedience.
  - vi) That the Council proceed to the next business.
  - vii) To close or adjourn debate.
  - viii) To refer by formal delegation a matter to a committee or a sub-committee or an employee.
  - ix) To appoint a committee or sub-committee or any Councillors (including substitutes) thereto.
  - x) To receive nominations to a committee or sub-committee.
  - xi) To dissolve a committee or sub-committee.
  - xii) To note the minutes of a meeting of a committee or sub-committee.
  - xiii) To consider a report and/or recommendations made by a committee or a sub-committee or any employee.
  - xiv) To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - xv) To authorise legal deeds to be signed by two Councillors and witnessed. (See Standing Orders 14(d).
  - xvi) To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
  - xvii) To give leave to withdraw a resolution or amendment.
  - xviii) That the question be now put.
  - xix) To extend the time limit for speeches.
  - xx) To exclude the press and public for all or part of a meeting.
  - xxi) To silence or exclude from the meeting a Councillor or member of the public for disorderly conduct.
  - xxii) To give the consent of the Council if such consent is required by Standing Orders.
  - xxiii) To suspend any Standing Order except those which are mandatory by law.

xxiv) To adjourn the meeting.

xxv) To appoint representatives to outside bodies.

- b) If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## **6. RULES OF DEBATE**

### **a) Motions and Amendments**

- i) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- ii) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- iii) A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.

### **b) Seconded's Speech**

A Councillor when seconding a motion or amendment may, if they then declares their intention to do so, reserve their speech until a later period of the debate.

### **c) Content of Speeches**

A Councillor shall direct their speech to the question under discussion or to a personal explanation or to a point of order – naming the appropriate order.

### **d) Length of Speeches**

No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Chair of the Council.

### **e) Amendments to Motions**

- i) A resolution or amendment shall not be discussed unless it has been proposed and seconded and, unless proper notice has already been given, it shall, if required by the Chair, be put in writing, and handed to them before it is further discussed or put to the meeting.
- ii) A Councillor may move amendments to their own motion. If that motion has already been seconded, an amendment to it shall be moved only with the consent of the seconder.
- iii) Any amendment to a motion shall be relevant to the motion and shall be either:
  - To leave out words
  - To add words
  - To leave out words and add other words
  - To refer a subject of a debate to a committee for consideration or reconsideration
- iv) An amendment to a motion shall not have the effect of rescinding, negating or radically altering the original or substantive motion under consideration.
- v) Only one amendment shall be moved and debated at a time. No further amendments to a motion shall be moved until the amendment under discussion has been disposed of unless the Chairman considers this expedient.
- vi) If an amendment is not carried, other amendments may be moved on the original motion.
- vii) If an amendment is carried, the original motion, as amended, shall take the place of

the original motion and shall become the substantive motion upon which any further amendment may be moved.

- viii) The mover of the motion or of an amendment shall have the right of reply, not exceeding 3 minutes.
- ix) A Councillor, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- x) A Councillor may speak on a point of order or a personal explanation. A Councillor speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by them which may have been misunderstood.
- xi) A Councillor exercising a right of reply shall not introduce new matters.
- xii) After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- xiii) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of the debate and immediately before it is put to the vote.

**f) When a Councillor May Speak Again**

Subject to Standing Orders 6(f), (h) and (i), a Councillor may not speak further in respect of any one motion whilst it is the subject of debate, except:

- i) to speak once on an amendment moved by another Councillor;
- ii) to move or speak on another amendment if the motion has been amended since they last spoke;
- iii) to make a point of order;
- iv) to give a personal explanation; or
- v) in exercise of a right of reply.

**g) Points of Order and Personal Explanation**

- i) During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and shall be entitled to be heard forthwith and the Councillor who was interrupted shall stop speaking.
- ii) A Councillor raising a point of order shall identify the Standing Order or statutory provision which they considers has been breached and the way they considers it has been breached or specify the irregularity in the meeting they are concerned by.
- iii) A point of order shall be decided by the Chair and their decision shall be final.
- iv) A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood in the present debate.

**h) Withdrawal of a Motion**

A motion amendment may be withdrawn by the proposer with the consent of the Council

and in cases of Motions Moved Without Notice with the consent of the seconder, which shall be signified without discussion, and no Councillor may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

**i) Motions Which May be Moved During a Debate**

When a Councillor's motion is under debate no other motion shall be moved except:

- i) To amend the motion
- ii) To proceed to the next business
- iii) To adjourn the debate
- iv) To put the motion to a vote
- v) To ask a person to be no longer heard or to leave the meeting
- vi) To refer a motion to a committee or sub-committee for consideration
- vii) To exclude the public and press
- viii) To adjourn the meeting
- ix) To suspend particular Standing Order, excepting those which reflect mandatory statutory requirements.
- j) Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

**k) Standing**

A Councillor shall stand when speaking when able.

**l) Ruling on Point of Order or Personal Explanation**

The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.

**m) Mode of Address**

During the sitting of the Council, Councillors shall address the Chair and every Councillor shall, in referring to the Chairman, Vice-Chair, Councillors and Officers, employ their respective official titles.

**n) Only One Councillor to Stand and Speak at a Time**

A Councillor when speaking shall stand (when able) and address the Chair. If two or more Councillors rise, the Chair shall call on one to speak; the other or others shall then sit. While a Councillor is speaking the other Councillors shall remain seated and silent, unless rising on a point of order or in personal explanation.

**o) Respect for the Chair**

Whenever the Chair speaks during a debate a Councillor then standing shall resume their seat and the Council shall be silent.

**p) Closure Motions**

A Councillor may move without comment at the conclusion of a speech of another Councillor:

- i) "That the Council proceed to the next business".
- ii) "That the motion be now put".
- iii) "That the debate be now adjourned".
- iv) "That the Council do now adjourn".

On the seconding of which the Chair shall proceed as follows:

- On a motion "That the Council proceed to the next business", unless in their opinion the matter before the meeting has been insufficiently discussed, they shall first give the mover of the original motion a right of reply, and then put to vote the motion to proceed to the next business.
- On a motion "That the motion be now put", unless in their opinion the matter before the meeting has been insufficiently discussed, they shall first put to the vote the motion that the motion be now put, and if it is passed then give the mover of the original motion their right of reply under Standing Order 6(f) before putting their motion to the vote.
- On a motion "That the debate be now adjourned" or "That the Council do now adjourn"; if in their opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discuss on that occasion, they shall put the adjournment motion to the vote without giving the mover of the original motion their right of reply on that occasion.
- On resuming an adjourned debate, the Councillor who moved its adjournment shall be entitled to speak first.

*(NOTE: Where a meeting is adjourned the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification to Councillors not present of the date of the continuation of the meeting.)*

**q) Alterations of Motions**

- i) For Motions Moved on Notice a Councillor may:
  - a) With the consent of the Council without discussion alter a motion of which they have given notice, provided the alteration is one which could be made as an amendment thereto;
  - and
  - b) Move amendments to their own motion.
- ii) For Resolutions Moved Without Notice a Councillor may:
  - a) With the consent of their seconder and the Council signified without discussion alter a motion, provided the alteration is one which could be made as an amendment thereto;
  - and
  - b) With the consent of their seconder, move amendments to their own motion.

**7. CO-OPTION: PROCEDURE TO FILL A CASUAL VACANCY OCCURRING ON THE TOWN COUNCIL**

a) If a casual vacancy should arise on the Council due to:

- a Councillor's failure to make their Declaration of Acceptance of Office within the proper time,
- resignation or
- death

then the Town Clerk will normally start the proceedings to fill the vacancy without further recourse to a meeting of the Town Council.

b) If a casual vacancy arises for any other reason, e.g. disqualification due to six months absence from meetings or other reason for disqualification, then the Town Clerk on behalf of the Town Council shall declare the office vacant and start the proceedings to fill the vacancy without further recourse to a meeting of the Town Council.

c) If a casual vacancy arises within six months of the day when the Councillor whose office is declared vacant would ordinarily have retired then no by-election may be demanded. As the Council is permitted either to advertise the vacancy for co-option or to leave the office vacant until the date of the next ordinary election, the Council will be asked at its next suitable meeting which option it wishes to pursue.

d) Except in the circumstances described in (c) above, notice of the vacancy will be issued by the Town Council in consultation with the Electoral Services section of Lichfield District Council; notices will normally be placed on the Council's notice board, on the Council's web site, in Burntwood Library and in the local press.

e) If a by-election is called, Electoral Services will inform the Town Council and will then make all the necessary arrangements for the by-election. Poll cards for the by-election will be issued by Electoral Services; poll cards are optional and the Town Council will incur a cost for issuing them.

f) If no by-election is called, Electoral Services will inform the Town Council and the Town Council can co-opt a new Member. Normally the Town Clerk will invoke the procedure to do this immediately without recourse to a meeting of the Council.

g) Co-option vacancies will be advertised on the Council's notice board and through any other medium which the Council or Town Clerk consider suitable.

h) Applications for co-option will be considered at the next suitable meeting of the Council.

i) Applicants for co-option will be asked to submit information about themselves and must confirm their eligibility for the position of Councillor within the statutory rules. They will be invited to give a presentation of up to three minutes to the Council meeting at which the co-option will be considered.

j) At the meeting there will be no further discussion following the presentations. The Council shall vote upon the applicant(s). The Council will suspend Standing Order 1(s) and agree to conduct the vote by ballot. Ballot papers will be distributed, and the Council will proceed immediately to vote. The Council reserves the right not to make a co-option.

k) Voting will be according to the statutory requirements, i.e. by a clear majority of those present and voting.

l) The successful application will execute the Declaration of Acceptance of Office within the

specified timeline after the decision has been made and will therefore receive summonses to meetings of the Council and may act as a Member of the Council.

## 8. CODE OF CONDUCT (ENGLAND)

*See also Standing Orders 1(d)-(i) above.*

- a) All Councillors shall observe the Code of Conduct adopted by the Council.
- b) If a Councillor has a personal interest as defined by the Code of Conduct adopted by the Council, then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- c) Councillors with a Disclosable Pecuniary Interest (DPI) will leave the room when the item in which they have interest is discussed by the Council.
- d) If a Councillor who has declared a personal interest, then considers the interest to be prejudicial, they must withdraw from the room or chamber during consideration of the item to which the interest relates.
- e) **Dispensation requests shall be in writing to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f) A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- g) The existence, duration and nature of any dispensations granted will be clearly minuted and included in the Register of Disclosable Interests.
- h) The Proper Officer is required to compile and hold a Register of Councillors' interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.
- i) **A dispensation may be granted in accordance with standard order 8(f) above if having regard to all relevant circumstances the following applies:**
  - i) **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii) **granting the dispensation is in the interests of persons living in the Council's area or**
  - iii) **it is otherwise appropriate to grant a dispensation.**

**9. QUESTIONS**

- a) A Councillor may seek an answer to a question concerning any business of the Council provided 3 working days' notice of the question has been given to the Proper Officer.
- b) Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c) Every question shall be put and answered without discussion.
- d) A person to whom a question has been put may decline to answer.

**10. MINUTES**

- a) If a copy of the draft Minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b) No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be moved in accordance with standing order 5(ii) above.
- c) Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the Minutes relate.
- d) If the Chair of the meeting does not consider the Minutes to be an accurate record of the meeting to which they relate, they shall sign the Minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the Minutes of the meeting of the ( ) held on [date] in respect of the ( ) were a correct record but their view was not upheld by the majority of the ( ) and the Minutes are confirmed as an accurate record of the proceedings."

- e) Upon a resolution which confirms the accuracy of the Minutes of a meeting, any previous draft Minutes or recordings of the meeting shall be destroyed.

**f) Presentation of Committee Minutes and Reports**

The Chair of the committee concerned, or in their absence the Vice-Chair or, should they also be absent, such other Councillor as the Chair may select, shall move an original motion that the Minutes of the committee be received or approved and adopted as the case may be. On such a motion being duly seconded it shall operate as a series of motions that each item of the Minutes or report be received and the recommendations therein (if any) be adopted. The committee minutes shall here upon be open to discussion by the Council.

**11. DISORDERLY CONDUCT**

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b) If, in the opinion of the Chair, there has been a breach of Standing Order 11(a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting and the motion, if seconded, shall be put forth with and without discussion.
- c) If a resolution made in accordance with Standing Order 11(b) above is disobeyed the Chair may take such further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

**d) General Disturbance**

In the event of general disturbance which, in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair may, without the question being put, adjourn the meeting for such period as they at their discretion shall consider expedient.

**e) Disturbance by Members of the Public**

If the public interrupts the proceedings of any meeting, the Chair of the Council or committee Chair may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

**12. RECISSION OF PREVIOUS RESOLUTIONS**

- a) A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 11 Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b) When a special motion or any other motion moved pursuant to Standing Order 12(a) above has been disposed of, no similar motion may be moved within a further 6 months.

**13. VOTING ON APPOINTMENTS**

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of the votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote

**14. EXPENDITURE**

- a) Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- b) The Council's Financial Regulations shall be reviewed once a year.**
- c) The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**
- d) Orders for the payment of money shall be authorised by resolution of the Council and signed by two Councillors.**

**15. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also Standing Order 5(a)(xv) above.*

- a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by resolution.
- b) In accordance with a resolution made under Standing Order 14(a) and (d) above, any two Members of the Council may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**
- c) Authentication of Documents for Legal Proceedings**

Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Proper Officer or a person authorised by him unless any enactment otherwise requires or authorises, or the Council give the necessary authority to another officer for the purpose of such proceedings.

**16. COMMITTEES**

*See also Standing Order 1 above.*

- a) The Council may, at its Annual Meeting, appoint committees and may at any other time appoint such committees as may be necessary, and:
  - i) Shall determine their terms of reference.
  - ii) May permit committees to determine the date of their meetings.
  - iii) Shall appoint and determine the term of office of members of such a committee so as to hold office no later than the next Annual Meeting.
  - iv) May appoint substitute Councillors to a committee whose role is to replace ordinary Councillors at a meeting of a committee if ordinary Councillors of the committee have confirmed to the Proper Officer 2 days before the meeting that they are unable to attend.
  - v) An ordinary Member of a committee who has been substituted at a meeting by a substitute Member (in accordance with Standing Order 16(a)(iv) above shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.
  - vi) May in accordance with Standing Orders, dissolve a committee at any time.

- vii) Except where authorised by statute or ordered by the Council, in the case of a committee, the quorum of a committee shall be one-half of its Members.

**17. SUB-COMMITTEES**

*See also Standing Order 1 above.*

- a) Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and Members shall be determined by resolution of the committee.
- b)
  - i) No act of the sub-committee shall have effect until approved by the committee or the Council as appropriate.
  - ii) All sub-committees will report to the parent committee on a regular basis.
- c) The Chair and Vice-Chair of the committee shall be Members of every sub-committee appointed unless they signify that they do not wish to serve.

**18. EXTRAORDINARY MEETINGS**

*See also Standing Order 1 above.*

- a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b) **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- c) The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d) If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of a committee (or sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

**19. ADVISORY COMMITTEES**

*See also Standing Order 1 above.*

- a) The Council may appoint Advisory Committees comprised of a number of Councillors.
- b) The name of an Advisory Committee, the number of Members and the bodies to be invited to nominate Members shall be specified.
- c) The Proper Officer shall inform the Members of each Advisory Committee of the terms of reference of the committees.
- d) An Advisory Committee may make recommendations and give notice thereof to the Council but its decisions and recommendations shall not be mandatory.

**20. RESPONSIBLE FINANCIAL OFFICER**

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**21. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a) "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- b) The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i) the Council's receipts and payments for each quarter;
  - ii) the Council's aggregate receipts and payments for the year to date;
  - iii) the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i) each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
  - ii) to the Full Council the accounting statements for the year in the form of Section 2 of the Annual Return, as required by proper practices, for consideration and approval.
- e) The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft Annual Return shall be presented to each Councillor before the end of the following month of May. The Annual Return of the Council, which is subject to external audit, including the governance statement, shall be presented to Council for consideration and formal approval before 30 June.

**22. ESTIMATES/PRECEPTS**

- a) **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b) Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than 31 October.

**23. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS**

- a) Canvassing Councillors or the Members of a committee or sub-committee directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.
- b) A Councillor or a Member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c) This Standing Order shall apply to tenders as if the person making the tender were a candidate for appointment.

**24. INSPECTION OF DOCUMENTS**

- a) Subject to Standing Orders to the contrary a Councillor may, for the purposes of her/his official duties (but not otherwise) inspect any documents in the possession of the Council or a committee or a sub-committee and request a copy for the same purpose.
- b) The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

**25. UNAUTHORISED ACTIVITIES**

Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

- a) Inspect or enter any land and/or premises which the Council has a right or duty to inspect or enter; or
- b) Issue orders, instructions or directions.

**26. CONFIDENTIAL BUSINESS**

- a) Councillors and employees shall not disclose confidential or sensitive information which for special reasons would not be in the public's interest.
- b) A Councillor in breach of the provisions of Standing Order 26(a) above may be removed from a committee or a sub-committee by a resolution of the Council.
- c) An employee in breach of the provisions of Standing Order 26(a) above may be subject to disciplinary action by the Council.

**27. GENERAL POWER OF COMPETENCE (ENGLAND)**

- a) Before exercising the general power of competence, a meeting of the Full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible Parish Council.**
- b) The Council's period of eligibility begins on the date that the resolution under Standing Order 27(a) above was made and a resolution should be passed at each subsequent relevant annual meeting confirming that the Council meets the conditions set out below:**

**(1) At the time a resolution under paragraph 1 is passed:**

- (a) the number of members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the Council;**
- (b) the clerk to the parish council holds:**
  - (i) the Certificate in Local Council Administration;**
  - (ii) the Certificate of Higher Education in Local Policy;**
  - (iii) the Certificate of Higher Education in Local Council Administration; or**
  - (iv) the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications; and**
- (c) the clerk to the parish council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph (b).**

**(2) For the purposes of this paragraph "relevant training" means training:**

- (a) in the exercise of the general power;**
  - (b) provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils, as revised from time to time.**
- c) After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the general power of competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in Standing Order 27(b) above.**

**28. MATTERS AFFECTING COUNCIL EMPLOYEES**

- a) If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, committee or sub-committee has decided whether or not the press and public shall be excluded pursuant to Standing Order 1(c) above.
- b) Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, capabilities, grievance and disciplinary matters as confidential and secure.
- c) The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- d) No employee other than the Town Clerk/Deputy Town Clerk shall have access to staff records referred to in Standing Orders 28(b) and (c).
- e) Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 128b) and (d) above shall be provided only to the Town Clerk/Deputy Town Clerk if so justified.

**f) Relatives of Councillors or Officers**

If a candidate for any appointment under the Council is to her/his knowledge related to any Councillor or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Proper Officer. A candidate who fails to do so shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Proper Officer shall report to the Council or to the appropriate committee any such disclosure.

- g) The Proper Officer shall make known the purpose of this Standing Order to every candidate.

**29. FREEDOM OF INFORMATION ACT 2000**

Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Policy & Resources Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

### **30. FINANCIAL CONTROLS AND PROCUREMENT**

- a) The Council shall consider and approve Financial Regulations drawn up by the RFO, which shall include detailed arrangements in respect of the following:
  - i) The accounting records and systems of internal control.
  - ii) The assessment and management of financial risks faced by the Council.
  - iii) The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually.
  - iv) The inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments.
  - v) Procurement policies (subject to Standing Order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £25,000.
- b) Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) **Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in Standing Order 30(d) below,**
- d) Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i) A specification of the goods, materials, services and the execution of works shall be drawn up.
  - ii) An invitation to tender shall be drawn up to confirm (i) the Council's specification, (ii) the time, date and address for the submission of tenders, (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process
  - iii) The invitation to tender shall be advertised in an appropriate manner.
  - iv) Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
  - v) Tenders submitted shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed.
  - vi) Tenders are to be reported to the appropriate meeting of the Council or committee or sub-committee with delegated responsibility.
- e) Neither the Council, nor a committee or sub-committee with delegated responsibility is bound to accept the lowest value tender, estimate or quotation or indeed any.
- f) **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.**

**31. ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT**

- a) On receipt of a notification that there has been an alleged breach of the Code of Conduct the Proper Officer shall refer it to the Monitoring Officer at Lichfield District Council.
- b) Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Leader of the Council of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this Standing Order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c) Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d) The subject matter of notifications shall be confidential and, insofar as it possible to do so by law, the Council (including the Proper Officer and the Leader of the Council) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality:
  - i) Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
  - ii) Ensure that any background papers containing the information set out in Standing Order 30(a) above are not made public.
  - iii) Ensure that the public and press are excluded from meetings as appropriate.
  - iv) Ensure that the minutes of meetings preserve confidentiality.
  - v) Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e) Standing Order 30(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Leader of the Council otherwise) from disclosing information to Councillors and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f) The Council may:
  - i) Seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter.
  - ii) Seek and share information relevant to the complaint.
  - iii) Grant the Councillor involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the Full Council.
- g) References in Standing Order 30 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the Code of Conduct by a Councillor.
- h) Upon notification by the District Council that a Councillor has breached the**

**Council's Code of Conduct, the Council shall consider what, if any, action to take against her/him. Such action excludes disqualification or suspension from office.**

**32. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

- a. Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b. A motion to permanently add to or to vary or revoke one or more the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting vote in favour of the same.

**33. RESTRICTION ON COUNCILLOR ACTIVITIES**

Unless authorised by a resolution, no Councillor shall:

- i) inspect any land and/or premises which the Council has a right or duty to inspect,  
or
- ii) issue orders, instructions, or directions.

**34. STANDING ORDERS TO BE GIVEN TO COUNCILLORS**

- a) The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of her/his declaration of acceptance of office form.
- b) The Chair's decision as to the application of Standing Orders at meetings shall be final.
- c) A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in them being excluded from the meeting in accordance with Standing Orders.

**Burntwood Town Council Scheme of Delegation**

**1.0 Discharge of the Scheme of Delegation**

1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed every two years and when there are staffing changes. Unless a change in law necessitates review.

1.3 One of the purposes of the document is to clearly define the parameters within which councillors and officers of the Council can act on behalf of the Town Council.

1.5 The other purpose of the document is to capture the various delegated powers that the Council has granted to its committees. This element of the scheme is based on the Terms of Reference approved for each committee.

1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

**2.0 Principles of Delegation**

2.1 Section 101 of the Local Government Act 1972 makes provision for the Town Council to delegate its powers (except those incapable of delegation) to a committee or an officer. In turn a Committee may delegate its powers to a sub-committee or an officer.

2.2 Any delegation must comply with the Council's Standing Orders, its Financial Regulations and any other policies or conditions imposed by the Council and within the law.

2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.

2.4 Where the Proper Officer is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chair of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

**3.0 Committees of the Council**

3.1 The Council may at the Annual Meeting appoint Committees and at any other time appoint such other Committees when required. The following conditions will apply to any appointment:

i) The Council can at any time suspend, dissolve or alter the Membership of a Committee.

ii) The Chair and Vice-Chair of the Council may be Members of every Committee should they wish.

iii) A Chair and Vice Chair, for each Committee will be ratified by full Council at the Annual Meeting of the Council. That Chair and Vice Chair will then preside until the next Annual Meeting of the Council.

- iv) Committees shall meet within the timetable approved by the Council at its Annual meeting or on appointment of the committee.
- v) Meetings shall be open to the public, although the Committee may resolve to exclude the press and public under section 1 Public Bodies (Admission to Meetings) Act 1960 only when there are confidential matters to be discussed.
- vi) The Chair of a Committee, or the Chair of the Council, may summon a special meeting of that Committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- vii) The quorum of all Committees will be laid out in the terms of reference for that Committee.
- viii) Committees shall, always act in accordance with the Council's Standing Orders and Financial Regulations. The Committees must operate within the statutory framework of powers and duties granted by way of rules, regulations, schemes, bylaws, orders made and within any directions given by Council from time to time.
- ix) The minutes of any Committee Meetings shall be presented to the next meeting of the Council. Where Council votes to adopt the minutes, this means that the recommendations proposed in those minutes become resolutions in law. Members can discuss any recommendation prior to voting and change it and/or exclude it from the voting, should they feel that it is necessary.
- x) All members of the Council shall receive agendas and supporting papers of Council and all Committees electronically, except where a special request has been presented to receive documentation in paper format and by post.
- xi) Members of Committees shall vote by a show of hands. Chair of Committees shall have a second or casting vote.

#### **4.0 Presence of Non-Members of Committees at Committee Meetings**

4.1 Any Council Member may attend, and with the permission of the Committee Chair, speak on matters at a meeting of a Committee or Sub Committee of which they are not a member, but may not vote.

4.2 A member who has proposed a motion which has been referred to any Committee of which he is not a Member, may explain his motion to the Committee but shall not vote.

#### **5.0 Delegations to Committees**

5.1 Committees are not bound to exercise delegated powers and may at their discretion refer matters to the Council for decisions.

5.2 Each committee is required to propose that its minutes and any recommendations therein should be approved and answer any queries and requests for clarifications.

5.3 Except as mentioned below, each committee shall exercise on behalf of the Council the functions assigned to it.

- i) The borrowing of money.
- ii) The setting of the budget and levying of the Precept.
- iii) The disposal of land, other than lettings for two years or less.
- iv) The introduction of new major policy or a change in the Council's established policy.
- v) The making, amending or revoking of Standing orders, Financial Regulations or this Scheme of Delegation.
- vi) The making, amending or revoking of byelaws.
- vii) The purchase of land not provided for, or at a cost more than a sum allowed therefor, in any approved capital works.
- viii) Confirming the appointment of the Clerk.

#### **6.0 Proper Officer Duties & Powers**

6.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- i) Receive declarations of acceptance of office.
- ii) Receive and record notices disclosing interests at meetings.
- iii) Receive and retain plans and documents.
- iv) Sign notices, agreements, licences or other documents on behalf of the Council.
- v) Receive copies of byelaws made by another local authority.
- vi) Certify copies of byelaws made by the Council.
- vii) Sign and issue summonses to attend meetings of the Council.
- viii) Keep proper records of all Council Meetings.
- ix) Notify the Monitoring Officer of any casual vacancies and liaise with them regarding the conduct of elections.

6.2 In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- i) The day-to-day administration of services, together with routine inspections and controls.
- ii) Authorisation of routine expenditure within the agreed budgets.

iii) Emergency expenditure outside of the agreed budget (see 7 – Urgent matters below).

iv) Dealing with all press and public relations on behalf of the Council in consultation with the Chair or Vice-Chair.

## **7.0 Urgent Matters**

7.1 In the event of any matter arising which requires an urgent decision notwithstanding delegated powers granted by this Scheme of Delegation, the Chair and/or Vice-Chair of the relevant Committee and the Town Clerk shall have delegated power to act on behalf of the Council in respect of the matter then under consideration.

7.2 Before exercising the delegated powers granted by paragraph 7.1 above, consideration should be given to whether the matter is of sufficient importance to justify recommending to the Chair that an Extraordinary Meeting of the Council should be called.

7.3 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meetings of the Council.

# Burntwood Town Council

## Thursday 22 May 2025

### Burntwood Place Making and Cultural Strategy

#### 1.0 Purpose of Report

For members to consider the recommendation to decline to fund the proposal from Limitless to fund in the sum of £30,000 the development of a Place Making and Cultural Strategy for Burntwood.

#### 2.0 Background

Members will recall that a comprehensive proposal was submitted to members for consideration. This was initially discussed at Policy and Resources Committee on 06 November 2024, who recommended that Limitless present the ideas to Full Council in January 2025. Peter Walker and his colleagues attended Full Council to explain to members the ideas and benefits of the proposal. At this meeting, no decision was called for, and the proposal was sent back to Policy and Resources to enable a full discussion.

At the meeting of the Policy and Resources Committee on 17 March, members debated the proposal in detail, and voted to recommend that the proposal be declined.

#### 3.0 Decision

Members are asked to consider ratify the recommendation from Policy and Resources Committee to decline the proposal.

Other options offered to members to consider were:

To recommend to Full Council one of the following:

- a. **Approve the Proposal** – Members request that the Town Clerk and Leader enter into detailed discussions with Limitless to produce an agreement for approval.
- b. **Negotiate Scope & Costs** – Members request that the Town Clerk and Leader consider refining the proposal's scope or prioritizing phases based on immediate need and budget. Members agree a limit on spend.
- c. **Seek Alternative Bids** –test what is available elsewhere and seek alternatives.

- d. **Consider Phased Implementation** – If full funding is not available, approve Phase 1 first and review results before committing to later phases. Members agree to fund the first phase, as described at a cost of £5000.
- e. **Decline** to fund the proposal.

#### 4.0 Recommendation

That members note the content of this report and take a decision on how to proceed.

Contact Officer  
Steve Lightfoot  
Town Clerk  
Steve.lightfoot@burntwood-tc.gov.uk

## Burntwood Town Council Risk Assessment Register

|                   |                | <b>Impact</b>  |         |            |          |
|-------------------|----------------|----------------|---------|------------|----------|
|                   |                | Negligible (1) | Low (2) | Medium (3) | High (4) |
| <b>Likelihood</b> | High (4)       | 4              | 8       | 12         | 16       |
|                   | Medium (3)     | 3              | 6       | 9          | 12       |
|                   | Low (2)        | 2              | 4       | 6          | 8        |
|                   | Negligible (1) | 1              | 2       | 3          | 4        |

| Date Created | Date Adopted   | Date last reviewed. | Date for next review. | Adoption by Council |
|--------------|----------------|---------------------|-----------------------|---------------------|
| June 2022    | November 2022. | January 2024        | January 2025.         | May 2024            |

## 1. ORGANISATION

| Reference | Risk                                        | Probability | Impact     | Risk Score | Policy                                                                                                                                                                                                                                                   | Risk after mitigation | Owner               | Frequency of Review              |
|-----------|---------------------------------------------|-------------|------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|----------------------------------|
| 1.1       | Loss of Town Clerk<br>(Responsible Officer) | Low (2)     | Medium (3) | 6          | Continuity through Deputy Clerk.<br>Arrange a Locum Town Clerk (SPCA for advice)<br>Town Clerk's email account available to Deputy.<br>Insurance policy pays the Council upto £50K in the event of death. Cover cost of locum / temp staff if necessary. | 4                     | Chair               | Twice annually.<br>May & October |
| 1.2       | Loss of RFO                                 | Low (2)     | Medium (3) | 6          | Maintain up to date record.<br>Locum support via SPCA                                                                                                                                                                                                    | 4                     | Chair<br>Town Clerk | Twice annually.<br>May & October |
| 1.3       | Loss of IT data                             | Low (2)     | High (4)   | 8          | Live cloud back-up for instant repair. Work with IT suppliers to identify risks. Undertake training to spot threats.                                                                                                                                     | 4                     | Town Clerk          | Quarterly                        |

|     |                                                 |            |            |   |                                                                                                                                         |   |            |                |
|-----|-------------------------------------------------|------------|------------|---|-----------------------------------------------------------------------------------------------------------------------------------------|---|------------|----------------|
| 1.4 | Lone Working                                    | Low (2)    | Medium (3) | 6 | Policy adopted<br>Ensure staff are aware of safety and their surroundings.                                                              | 4 | Town Clerk | Annually       |
| 1.5 | Loss of a Councillor                            | Medium (2) | Low (2)    | 4 | Guide to filling a casual vacancy in Standing Orders.<br>Notify LDC.                                                                    | 2 | Town Clerk | Annually (May) |
| 1.6 | Pandemic.<br>Global health crisis (eg Covid 19) | Medium (2) | Medium (2) | 4 | Ensure good communication is cascaded. Review working from home issues. Check suitable IT equipment is available. Liaise with District. | 2 | Town Clerk | Annually (May) |

## 2. PLANNING

| Reference | Risk                                                               | Probability | Impact   | Risk Score | Policy                                                                                                                                                                                                                                                          |   | Owner               | Frequency of Review |
|-----------|--------------------------------------------------------------------|-------------|----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------|---------------------|
| 2.1       | Statutory /LDC Plans and Frameworks not met                        | Medium (2)  | Low (2)  | 4          | Maintain up to date references. Seek training where required. Monitor through Planning and Development Committee.                                                                                                                                               | 2 | Council. Town Clerk | Annual              |
| 2.2       | Town appearance, aesthetics etc. Neighbourhood impact degenerated. | Medium (2)  | High (4) | 8          | Maintain awareness of local environmental and infrastructure issues. Keep list of town assets and maintenance schedules up to date. Work with and report to other authorities. Monitor through reports from Councillors and public. BuRRT team reports defects. | 4 | Council. Town Clerk | Six Months.         |
| 2.3       | Conflict with other authorities                                    | Medium 2    | Medium 2 | 4          | Gather evidence and data to promote transparency. Regularly meet and liaise (eg. Burntwood Town Deal) Involve other authorities at early stage. Work with Parish Network, membership of SPCA                                                                    | 2 | Council. Town Clerk | Six Months          |

|     |             |             |             |   |                                           |   |                        |            |
|-----|-------------|-------------|-------------|---|-------------------------------------------|---|------------------------|------------|
| 2.4 | Enforcement | Medium<br>3 | Medium<br>3 | 9 | Gather evidence and report appropriately. | 4 | Members.<br>Town Clerk | Six Months |
|-----|-------------|-------------|-------------|---|-------------------------------------------|---|------------------------|------------|

### 3. COMMUNITY SPACE & PARTNERSHIPS

| Reference | Risk                                                                                       | Probability | Impact      | Risk Score | Policy                                                                                                                                                     |   | Owner                            | Frequency of Review |
|-----------|--------------------------------------------------------------------------------------------|-------------|-------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------|---------------------|
| 3.1       | BTC infrastructure. Welcome Signs, Defib boxes, planters, bus shelters. – damaged or dirty | Low<br>2    | Low<br>2    | 4          | Inspect regularly. Take appropriate and timely action to repair or maintain                                                                                | 4 | Town Clerk                       | Quarterly           |
| 3.2       | Deterioration of other areas; litter, fly tipping, dog mess etc.                           | Medium<br>3 | Medium<br>3 | 9          | Support and work with local community organisations. Use grant schemes to help build capacity.<br>Liaise with partners, collaborate with other authorities | 4 | Town Clerk                       | Quarterly           |
| 3.3       | Community Capacity, volunteers diminishing.                                                | Medium<br>3 | Medium<br>3 | 9          | Maintain good contacts and communications with voluntary organisations. Support through grants, signposting. Offer visits from Chair to encourage.         | 4 | Chair.<br>Council.<br>Town Clerk | Quarterly           |

#### 4. DEMOCRACY

| Reference | Risk                            | Probability | Impact | Risk Score | Policy                                                                                                                                                                                                      |   | Owner                                        | Frequency of Review |
|-----------|---------------------------------|-------------|--------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------|---------------------|
| 4.1       | Compliance with Code of Conduct | Low         | High   | 8          | Signed acceptance of office to ensure members abide by the Code of Conduct.<br>Annual Review of Register of Members interest                                                                                | 2 | Council.<br>Town Clerk                       | May, October        |
| 4.2       | Deficient Standing Orders       | Low         | Low    | 2          | Standing Orders reviewed by Policy & Performance Committee. Clerk review quarterly and advise full council of any changing circumstances or potential issues that have arisen. Advice from NALC             | 2 | Council.<br>P&R Committee.<br>Town Clerk     | Annual              |
| 4.3       | Inaccurate Minutes              | Low         | Medium | 4          | Drafts sent to Clerk and then Chair. Reviewed and approved at meeting                                                                                                                                       | 2 | Chairs of Council & Committees<br>Town Clerk | Six Month           |
| 4.4       | Loss of Minutes                 | Low         | Medium | 4          | Electronic backup daily                                                                                                                                                                                     | 4 | Town Clerk                                   | Six Months          |
| 4.5       | Image and Reputation of Council | Medium      | High   | 8          | Ensure social media and website content is appealing and up to date. Engage with community groups regularly. Members undertake monthly surgeries, as well as attend Markets giving opportunities to engage. | 4 | Council.<br>Town Clerk                       | Annual              |

## 5. OLD MINING COLLEGE, CHASE TERRACE COMMUNITY CENTRE AND CEMETERY

Specific Risk Assessment Held on File

| Reference | Risk                                              | Probability | Impact | Risk Score | Policy                                                                                                                                                                    |   | Owner       | Frequency of Review |
|-----------|---------------------------------------------------|-------------|--------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------|---------------------|
| 5.1       | Health, Safety and Wellbeing                      | Low         | Medium | 4          | Specific day to day risk assessments are in place. First Aid kits checked regularly. List of qualified First Aiders maintained. Contract with SCC for advice and guidance | 4 | Town Clerk  | Monthly             |
| 5.2       | Excessive costs for maintenance, utilities etc    | Medium      | Medium | 6          | Monitor costs, and seek best value.                                                                                                                                       | 4 | Town Clerk  | Annually            |
| 5.3       | Vacant Units at OMC, Room hire at CTCC            | Medium      | Low    | 4          | Use networks to promote business use of OMC                                                                                                                               | 2 | Town Clerk  | Annually            |
| 5.4       | Fire, burglary at OMC & CTCC                      | Low         | High   | 8          | Alarm and maintenance and insurance contracts in place. Fire Marshal appointed. Regular drills and information available for staff and tenants. CCTV installs at CTCC     | 4 | Town Clerk. | Annually            |
| 5.5       | Chase Terrace Community Centre – misuse by hirers |             |        | 8          | Robust room hire agreement in place. CCTV monitoring. Insured against damage/ loss                                                                                        | 4 | Town Clerk  | Annually            |

## 6. COMMUNITY EVENTS

Specific Risk Assessments on file and review before each event.

| Reference | Risk                               | Probability | Impact | Risk Score | Policy                                                                                                                                                                                   |   | Owner                         | Frequency of Review |
|-----------|------------------------------------|-------------|--------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------|---------------------|
| 6.1       | Health, Safety Wellbeing           | Low         | Medium | 4          | Specific risks are assessed for each event and are held on file, and used to brief staff. A dynamic risk assessment is completed on the day to take into account factors such as weather | 4 | Town Clerk.<br>Events Manager | Annual              |
| 6.2       | Reputation. Expectation management | Low         | Medium | 4          | Good clear communications on all available channels. Cost effective and review publicity.                                                                                                | 4 | Town Clerk                    | Quarterly           |

# Burntwood Town Council

## Thursday 22 May 2025

### **Annual Governance and Accountability Return for financial year 2024/25 including Internal Auditor's Report, Annual Governance Statement and Statement of Accounts**

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

1.1 To seek approval and signature of the Annual Governance and Accountability Return (AGAR) for 2024/25 including completion of the Annual Governance Statement. Also to update the Town Council on income and expenditure during 2024/25 and its assets and liabilities at the end of the financial year on 31<sup>st</sup> March 2025.

#### **2.0 Background**

2.1 All smaller authorities are required to complete an Annual Governance and Accountability Return at the end of each financial year and to publish certain information on their website. Intermediate authorities (those with either gross income or gross expenditure exceeding £25,000) are required to complete the Form 3 version of the return and to approve and submit it to the External Auditor, Forvus Mazars, by 30<sup>th</sup> June. The AGAR (**Enclosure No. 9B**) includes a report by the Internal Auditor, an Annual Governance Statement, which must be completed by the Town Council and the Accounting Statements, completed by the Responsible Financial Officer. The AGAR also includes a final page which will be completed and returned by the External Auditor with its assessment as to whether the Council has satisfied legislation and regulatory requirements during the financial year.

#### **3.0 Internal Auditor's Report**

3.1 The Internal Auditor, Black Rose Solutions Ltd (Sandie Morris), is required to complete the Annual Internal Audit Report (page 3 of the AGAR). She also supplied a more detailed report after her year end audit on 2<sup>nd</sup> May, which can be presented to the Policy and Resources Committee in due course, to consider in more detail. Her covering letter (**Enclosure No. 9C**) says 'I can state that I found no material errors, omissions or irregularities in your financial records and I have no significant concerns about your internal control procedures'.

3.2 In completing her page for the AGAR, however, she has ticked 'No' to Internal Control Objective H - *Asset and investments registers were complete and accurate and properly maintained*. Any 'No' answers require an explanation of the implications and action to be taken, to be included within the AGAR. An extra page has therefore been supplied at the end of the main AGAR form, which also covers the recommended (and related) 'No' answer on one line of the Annual Governance Statement. Work is now needed to bring the asset register up to date with 2024/25 additions and disposals and to include all assets at the refurbished Chase Terrace Community Centre. Also, to agree an appropriate policy, particularly a minimum value for inclusion, so that the asset register ties in exactly with the asset value on the

AGAR (the latter may require restatement) and also displays insurance values compatible with the insurance schedule.

#### **4.0 Annual Governance Statement**

4.1 The Annual Governance Statement (AGS) consists of 8 statements which seek to assure that various aspects of a sound system of internal control were in place during the financial year. The Council needs to consider them individually and answer 'Yes' or 'No' to each, taking account of the comments of the Internal Auditor.

4.2 The Finance Officer discussed the Internal Auditor's 'No' response to Objective H in her report and the Council is advised to answer 'No' to Statement 7 (*We took appropriate action on all matters raised in reports from internal and external audit*). Although her AGAR report last year did not include any 'No' answers, there was a recommendation to improve the asset register in her detailed report and that report had to be sent to the External Auditor last year as part of their request for additional evidence.

4.3 The additional evidence requested by the External Auditor for 2024/25 can be supplied without issue, being evidence of annual review of the risk register, contained in the minutes of the Town Council meeting in May 2024. Evidence relating to Significant Events (outstanding legal claims) and Trust Funds do not apply to this Council.

#### **5.0 Accounting Statements**

5.1 The Accounting Statements include high level figures completed on an 'Income and Expenditure' accounting basis. More detail on the end of year financial position is shown in the reports that follow. The Statements need to be approved by Council and signed by the Chair.

#### **6.0 Income, Expenditure and Balances**

6.1 Income and expenditure compared to the annual budget were previously reported to Council in September, November, January and March, after 4, 6, 8 and 10 months of the financial year respectively. The first table (**Enclosure No. 9D**) updates the figures to the end of March and also includes various year-end accounting adjustments. The actual figures, the annual budget and the % of budget spent (or % of budgeted income received) are shown for each budget item and cost centre. The annual accounts on an 'Income and expenditure' basis include adjustments which accrue income and expenditure to the financial year to which they relate. Thus, for example, expenditure already incurred for the 2025 Wakes is not shown under Events in this final 2024/25 report but as an asset (prepayment) on the Balance Sheet (because the event takes place, and the services are provided, in the 2025/26 financial year). Similarly Wakes pitch fees and Traffic Island sponsorship invoiced or received before the end of March are treated as a liability (receipts in advance) as the services have still to be provided.

6.2 Total income for 2024/25 was £703,494 compared to the budget of £510,121 i.e. £193,373 or 37.9% higher. Total expenditure was £663,622 compared to the budget of £508,239 i.e. £155,383 or 30.6% higher. Overall, income was £39,872 higher than expenditure.

6.3 However, these figures include the Community Ownership Fund (COF) money received and the related expenditure incurred during 2024/25, which was not included in the

approved budget that was agreed prior to the successful funding application. Looking at income, if the COF money is excluded together with the precept and the Community Infrastructure Levy (CIL) money (that is not included in the budget), all other income was £135,055 compared to the budget of £124,579 i.e. £10,476 or 8% higher. Bank and investment interest, OMC room hire, cemetery income and traffic island sponsorship were all higher than budget.

6.4 Looking at expenditure, and excluding COF and CIL again, all other expenditure was £466,072, which was 92% of the budget of £508,239. This underspend was largely due to lower than budgeted employee costs and OMC energy.

6.5 Overall, as income exceeded expenditure, total assets on the Balance Sheet at year end (**Enclosure No. 9E**) increased to £585,416. These consisted of £169,078 (29%) in General Reserves and £416,338 (71%) in Earmarked Reserves. These figures are reflected in the Accounting Statements in the AGAR (box 7). The levels of Earmarked Reserves reflect the decisions taken during 2024/25 about the justification for keeping specific reserves, movements into and out of various reserves and including the principles approved at March Town Council, which were implemented at year end once final income and expenditure were known.

## **7.0 Exercise of Public Rights**

7.1 There is a statutory requirement for all councils to provide local electors and other interested parties with the opportunity to inspect the AGAR and supporting documentation. A notice must be published on the Council's website exactly one day before the required 30 working day inspection period commences and the chosen period must include the first 10 working days of July. In addition, the AGAR must be published as soon as possible after approval, subject to meeting the preceding conditions. The Council is therefore advised that, subject to approval of the AGAR at this meeting, the Notice for the Exercise of Public Rights will be published on Monday 2<sup>nd</sup> June for an inspection period starting Tuesday 3<sup>rd</sup> June and ending on Monday 14<sup>th</sup> July.

## **8.0 Legal context**

8.1 The Accounts and Audit Regulations require effective financial management by smaller authorities, which includes monitoring performance against budget during the year. They also require the completion of the AGAR and its submission for external audit by end June, together with certain additional information, and the publication of various information on the Town Council's website. In addition, the public must be given the opportunity to inspect the AGAR and supporting information for a specified period.

## **9.0 Recommendations**

9.1 The Town Council is asked to:

9.1.1 Note the satisfactory overall assessment of the Internal Auditor in her year end letter.

9.1.2 Recommend that the Internal Auditor's Report be considered in more detail by the Policy and Resources Committee, including proposing an appropriate policy for updating the asset register.

9.1.3 Complete the Annual Governance Statement with suggested answer of 'No' to Statement 7 and 'Yes' to all others and approve its signature by the Chair and the Town Clerk.

9.1.4 Approve the Accounting Statements for signature by the Chair.

9.1.5 Approve the Income and Expenditure and Balance Sheet reports for 2024/25.

9.1.6 Note the chosen period for the Exercise of Public Rights.

9.1.7 Note the appointment of Black Rose Solutions Ltd as Internal Auditor for the financial year 2025/26 (under the fixed price agreement recommended by the Policy and Resources Committee and ratified by Council at its March meeting).

**Contact Officer**

Alison James

Finance Officer

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

01543 677166

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

| Completion checklist – 'No' answers mean you may not have met requirements |                                                                                                                                                                                    | Yes | No |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| All sections                                                               | Have all highlighted boxes have been completed?                                                                                                                                    |     |    |
|                                                                            | Has all additional information requested, including the <b>dates set for the period for the exercise of public rights</b> , been provided for the external auditor?                |     |    |
| Internal Audit Report                                                      | Have all highlighted boxes been completed by the internal auditor and explanations provided?                                                                                       |     |    |
| Section 1                                                                  | For any statement to which the response is 'no', has an explanation been published?                                                                                                |     |    |
| Section 2                                                                  | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?                                                          |     |    |
|                                                                            | Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?                                                    |     |    |
|                                                                            | Has an explanation of significant variations been published where required?                                                                                                        |     |    |
|                                                                            | Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?                                                                                                   |     |    |
|                                                                            | Has an explanation of any difference between Box 7 and Box 8 been provided?                                                                                                        |     |    |
| Sections 1 and 2                                                           | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested. |     |    |

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2024/25

BURNTWOOD TOWN COUNCIL

burntwood-tc.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective                                                                                                                                                                                                                                                                                                                                   | Yes | No* | Not covered**  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                                                                     | ✓   |     |                |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                                                                        | ✓   |     |                |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                                                                      | ✓   |     |                |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                                                                         | ✓   |     |                |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                                                                                                                                                                              | ✓   |     |                |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.                                                                                                                                                                                                                     | ✓   |     |                |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                                                                                                                                                                              | ✓   |     |                |
| H. Asset and investments registers were complete and accurate and properly maintained.                                                                                                                                                                                                                                                                       |     | ✓   |                |
| I. Periodic bank account reconciliations were properly carried out during the year.                                                                                                                                                                                                                                                                          | ✓   |     |                |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                                 | ✓   |     |                |
| K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")                                                                                                      |     |     | ✓              |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.                                                                                                                                                                                           | ✓   |     |                |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓   |     |                |
| N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).                                                                                                                                                                                                                                           | ✓   |     |                |
| O. (For local councils only)<br>Trust funds (including charitable) – The council met its responsibilities as a trustee.                                                                                                                                                                                                                                      | Yes | No  | Not applicable |
|                                                                                                                                                                                                                                                                                                                                                              |     |     | ✓              |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29/01/2025 02/05/2025

Name of person who carried out the internal audit

S. MORRIS ACMA

Signature of person who carried out the internal audit



Date

02/05/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### BURNTWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

|                                                                                                                                                                                                                                                                                                 | Agreed |     |                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                 | Yes    | No* |                                                                                                                                                                                                |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.                                                                                                                                                  |        |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>                                                                                               |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.                                                                                                                                  |        |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>                                                                     |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. |        |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>                                                                                     |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.                                                                                                                               |        |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>                                                               |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.                                                                            |        |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>                                                                                          |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.                                                                                                                                                          |        |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.                                                                                                                                                                                                |        |     | <i>responded to matters brought to its attention by internal and external audit.</i>                                                                                                           |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  |        |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>                                           |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                 |        |     | ✓                                                                                                                                                                                              |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC ADDRESS [www.burntwood-tc.gov.uk](http://www.burntwood-tc.gov.uk) [PAGE ADDRESS](#)

## Section 2 – Accounting Statements 2024/25 for

### BURNTWOOD TOWN COUNCIL

|                                         | Year ending        |                    | Notes and guidance                                                                                                                                                                                      |
|-----------------------------------------|--------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                         | 31 March 2024<br>£ | 31 March 2025<br>£ |                                                                                                                                                                                                         |
| 1. Balances brought forward             | 751,400            | 545,544            | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.                                                              |
| 2. (+) Precept or Rates and Levies      | 362,782            | 385,542            | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                 |
| 3. (+) Total other receipts             | 146,765            | 317,952            | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.                                                                   |
| 4. (-) Staff costs                      | 246,985            | 250,113            | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0                  | 0                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).                                                                                      |
| 6. (-) All other payments               | 468,418            | 413,509            | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).                                                                     |
| 7. (=) Balances carried forward         | 545,544            | 585,416            | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).                                                                                                                       |

|                                                             |         |         |                                                                                                                                                            |
|-------------------------------------------------------------|---------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Total value of cash and short term investments           | 530,804 | 539,070 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b> |
| 9. Total fixed assets plus long term investments and assets | 555,249 | 562,312 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.                         |
| 10. Total borrowings                                        | 0       | 0       | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).                                                           |

| For Local Councils Only                                    | Yes | No | N/A |                                                                                                               |
|------------------------------------------------------------|-----|----|-----|---------------------------------------------------------------------------------------------------------------|
| 11a. Disclosure note re Trust funds (including charitable) |     | ✓  |     | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) |     |    | ✓   | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*A. Jones* REQUIRED

Date

14/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

BURNTWOOD TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

## **BURNTWOOD TOWN COUNCIL**

### **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25**

#### Reason for 'No' answers in Annual Internal Audit Report 2024/25 and Annual Governance Statement 2024/25

The Internal Auditor answered 'No' in her report to Internal Control Objective H – Asset and investments registers were complete and accurate and properly maintained.

Although an asset register was held at the end of the 2023/24 financial year, it was not kept up to date during the 2024/25 financial year following a change of staff and was therefore not available for inspection at the time of the internal audit. A list of additions and disposals was subsequently compiled from the accounts system, to calculate the figure required for box 9 of the Accounting Statements 2024/25. These additions and disposals therefore need to be applied to last year's asset register.

At end 2023/24 however, the Internal Auditor's detailed report to Council also identified that the asset value on the AGAR did not match exactly with the asset register, which included a lot of low value items. The report suggested that the Council could consider a policy with a minimum value (reflecting the insurance excess) and add insurance values alongside. This policy and resulting updates still need to be made. Hence it was recommended to answer 'No' to Governance Statement 7 that the Council took appropriate action on all matters raised in reports from internal and external audit. However, it is now a more appropriate time to agree a policy and update the asset register as the refurbishment of the Chase Terrace Community Centre, acquired during 2023/24, has almost been completed and the council's asset register will need to include those added at the Centre. This matter will be taken forward by officers under direction from the Policy and Resources Committee.



Black Rose Solutions Limited

74 Leacroft Road  
Penkridge  
Staffs  
ST19 5BU

0781 321 7576  
[sandie.morris@blackrosesolutions.co.uk](mailto:sandie.morris@blackrosesolutions.co.uk)

2<sup>nd</sup> May 2025

Dear Alison,

**Burntwood Town Council – Internal Audit 2024/25**

I confirm that I have carried out an examination of your accounts and procedures, in line with the Practitioners Guide 2024 and in accordance with the requirements of the Accounts and Audit Regulations 2015. (See additional note on next page about the role of internal audit.)

I can state that I found no material errors, omissions or irregularities in your financial records and I have no significant concerns about your internal control procedures.

Please refer to the enclosed report for further details of the audit work covered.

I would also confirm that I am totally independent of your Council and have no contact with any Member or employee.

Yours sincerely,

*S Morris*

Mrs Sandra Morris ACMA

Enc  
Summary of Findings  
Full Internal Audit Report

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Black Rose Solutions Limited, Registered in England and Wales No. 6136400  
Registered Address : 74 Leacroft Road, Penkridge, Staffs, ST19 5BU

AGENDA ITEM 15 - ENCLOSURE NO. 9C



# Black Rose Solutions Limited

## Summary of Findings

Comments marked **REC** denote an issue recommended for action as it may affect the Internal Audit response on the AGAR (Annual Governance and Accounting Return).

Comments marked **note** are included for reference or information.

Items referenced **FR** – relates to clause in the council's financial regulations.

Items reference **PG** – relates to a clause in the practitioners Guide.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>                                                                                                                                                                                                                                                                                                                                                                                                 | YES  |
| PG.C.2 • Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security                                                                                                                                                                                                                                                                                     | **   |
| Is Insurance cover appropriate and adequate?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | yes* |
| The council has a comprehensive insurance policy, however it could not be verified back to the Asset Register as it had not been kept up to date.                                                                                                                                                                                                                                                                                                                                                                                              | REC  |
| <b>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</b>                                                                                                                                                                                                                                                                                                                                                                                         | YES  |
| Is VAT reclaimed on exempt business activities reviewed and considered insignificant?                                                                                                                                                                                                                                                                                                                                                                                                                                                          | **   |
| The council has not yet reviewed the Input VAT reclaimed regarding Exempt supplies for 24/25. it is not expected to be an issue.<br>This needs to be completed before the VAT return covering the period to June 25 is submitted.<br><br>The council has taken advice and a decision on whether to Opt to Tax the new community centre is imminent.<br>The inconsistent rent/service charge situation has been corrected from the start of 25/26 as per advice given. (No decision has been taken regarding resolution of any historic issues) | note |
| <b>G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</b>                                                                                                                                                                                                                                                                                                                                                                         | YES* |
| PG.G.1 • Ensure that, for all staff, a <b>formal employment contract</b> is in place together with a confirmatory letter setting out any changes to the contract                                                                                                                                                                                                                                                                                                                                                                               | no   |
| Do all employees have contracts or employment with clear terms and conditions?                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | no*  |
| Employment contracts could not be provided for some casual members of staff.<br><br>All staff have the right to have a written statement of employment terms.<br>A written contract protects both parties, and can help avoid misunderstandings and/or legal disputes.                                                                                                                                                                                                                                                                         | REC  |
| <b>H. Asset and investments registers were complete and accurate and properly maintained.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NO   |
| PG.H.1 • Ensure that the Authority is maintaining a <b>formal asset register</b> and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets                                                                                                                                                                                                                                                                                                                 | no   |
| PG.H.3 • Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement                                                                                                                                                                                                                                                                                                            | no   |
| PG.H.4 • Additions and disposals records should allow tracking from the prior year to the current                                                                                                                                                                                                                                                                                                                                                                                                                                              | **   |

Black Rose Solutions Limited, Registered in England and Wales No. 6136400  
Registered Address : 74 Leacroft Road, Penkridge, Staffs, ST19 5BU



## Black Rose Solutions Limited

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| PH.H.5 • Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | **   |
| PG.H.6 • Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | **   |
| Does the council maintain a register of all material assets owned or in its care?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | no*  |
| Are the assets and investments registers up to date?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | no*  |
| Do asset insurance valuations agree with those in the asset register?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | **   |
| The asset register serves a number of purposes - to substantiate the value on the AGAR, ensure continuity of ownership, provide a list to be considered in risk assessments, to ensure adequate insurance etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | note |
| <p>The AGAR asset value is compiled from the brought forward value, combined with additions and disposals.</p> <p>There was previously an asset register which included a lot of low value items and did not correspond to reported values.</p> <p>This register has not been updated during the year due to a change of staff.</p> <p>At the time of audit there was no asset value available to be audited to additions and disposals. It was not possible to compare values from the asset register to the insurance schedule to ensure items are adequately insured.</p>                                                                                                                                                                                                                                                            | REC  |
| <b>I. Periodic and year-end bank account reconciliations were properly carried out.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | YES  |
| PG.I.1 • Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | **   |
| <p>Regular bank reconciliations are performed by the RFO in the RBS Omega System (satisfies segregation of duties as bank payments are entered by the Deputy Clerk and approved by 2 councillors).</p> <p>These are then (normally monthly) emailed with copies of statements to be reviewed and approved by the Chair of the Policy and Resources Committee. (Confirmation by return email)</p> <p>Current Financial Regulations 4.2 (and best practice) require a wet signature on the reconciliation and the statements as evidence of approval and that they are minuted by the Policy and Resources Committee.</p> <p>The council has considered this issue and considers the current emailed approval to be adequate, the financial regulations need to be updated to reflect this. (Latest updated version not yet checked.)</p> | note |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

|                      |                                          | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|----------------------|------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>100 Corporate</b> |                                          |                     |                        |                       |                          |                          |                    |               |                         |
| 1176                 | Precept                                  | 362,782             | 385,542                | 385,542               | 0                        |                          |                    | 100.0%        |                         |
| 1199                 | CCLA Interest                            | 13,837              | 13,827                 | 11,000                | (2,827)                  |                          |                    | 125.7%        |                         |
| 1205                 | Bank Account Interest                    | 1,000               | 1,247                  | 400                   | (847)                    |                          |                    | 311.8%        |                         |
| 1206                 | CIL income                               | 7,665               | 3,199                  | 0                     | (3,199)                  |                          |                    | 0.0%          | 3,199                   |
|                      | <b>Corporate :- Income</b>               | <b>385,283</b>      | <b>403,816</b>         | <b>396,942</b>        | <b>(6,874)</b>           |                          |                    | <b>101.7%</b> | <b>3,199</b>            |
| 4998                 | CIL expenditure                          | 5,856               | 20,342                 | 0                     | (20,342)                 |                          | (20,342)           | 0.0%          | 20,342                  |
|                      | <b>Corporate :- Indirect Expenditure</b> | <b>5,856</b>        | <b>20,342</b>          | <b>0</b>              | <b>(20,342)</b>          | <b>0</b>                 | <b>(20,342)</b>    |               | <b>20,342</b>           |
|                      | <b>Net Income over Expenditure</b>       | <b>379,427</b>      | <b>383,474</b>         | <b>396,942</b>        | <b>13,468</b>            |                          |                    |               |                         |
| 6000                 | plus Transfer from EMR                   | 5,856               | 20,342                 | 0                     | (20,342)                 |                          |                    |               |                         |
| 6001                 | less Transfer to EMR                     | 7,665               | 3,199                  | 0                     | (3,199)                  |                          |                    |               |                         |
|                      | <b>Movement to/(from) Gen Reserve</b>    | <b>377,618</b>      | <b>400,617</b>         | <b>396,942</b>        | <b>(3,675)</b>           |                          |                    |               |                         |
| <b>104 OMCC</b>      |                                          |                     |                        |                       |                          |                          |                    |               |                         |
| 1025                 | Sundry Income                            | 827                 | 394                    | 750                   | 356                      |                          |                    | 52.6%         |                         |
| 1070                 | OMCC: Unit Rents                         | 28,717              | 30,448                 | 31,261                | 813                      |                          |                    | 97.4%         |                         |
| 1071                 | OMCC: Unit Service Charges               | 26,077              | 29,729                 | 30,638                | 909                      |                          |                    | 97.0%         |                         |
| 1072                 | OMCC: Room Hire                          | 1,568               | 2,943                  | 500                   | (2,443)                  |                          |                    | 588.5%        |                         |
|                      | <b>OMCC :- Income</b>                    | <b>57,188</b>       | <b>63,514</b>          | <b>63,149</b>         | <b>(365)</b>             |                          |                    | <b>100.6%</b> | <b>0</b>                |
| 4019                 | Employee costs                           | 26,356              | 27,671                 | 26,740                | (931)                    |                          | (931)              | 103.5%        |                         |
| 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              | 14,492                 | 24,000                | 9,508                    |                          | 9,508              | 60.4%         |                         |
| 4056                 | Building & Grounds Maintenance           | 14,830              | 11,064                 | 11,660                | 596                      |                          | 596                | 94.9%         |                         |
| 4059                 | Other Supplies and Services              | 2,151               | 3,083                  | 3,392                 | 309                      |                          | 309                | 90.9%         |                         |
| 4180                 | Professional Fees                        | 700                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
|                      | <b>OMCC :- Indirect Expenditure</b>      | <b>64,461</b>       | <b>65,935</b>          | <b>75,451</b>         | <b>9,516</b>             | <b>0</b>                 | <b>9,516</b>       | <b>87.4%</b>  | <b>0</b>                |
|                      | <b>Net Income over Expenditure</b>       | <b>(7,273)</b>      | <b>(2,421)</b>         | <b>(12,302)</b>       | <b>(9,881)</b>           |                          |                    |               |                         |
| <b>105 Transport</b> |                                          |                     |                        |                       |                          |                          |                    |               |                         |
| 4064                 | Members Travel Expenses                  | 0                   | 0                      | 50                    | 50                       |                          | 50                 | 0.0%          |                         |
|                      | <b>Transport :- Indirect Expenditure</b> | <b>0</b>            | <b>0</b>               | <b>50</b>             | <b>50</b>                | <b>0</b>                 | <b>50</b>          | <b>0.0%</b>   | <b>0</b>                |
|                      | <b>Net Expenditure</b>                   | <b>0</b>            | <b>0</b>               | <b>(50)</b>           | <b>(50)</b>              |                          |                    |               |                         |

|                                   |
|-----------------------------------|
| AGENDA ITEM 15 - ENCLOSURE NO. 9D |
|-----------------------------------|

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

|                                             | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>107 Supplies &amp; Services</b>          |                     |                        |                       |                          |                          |                    |              |                         |
| 1025 Sundry Income                          | 26                  | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| Supplies & Services :- Income               | <b>26</b>           | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |              | <b>0</b>                |
| 4019 Employee costs                         | 216,721             | 218,366                | 231,364               | 12,998                   |                          | 12,998             | 94.4%        |                         |
| 4057 Telephones & Broadband                 | 2,325               | 2,631                  | 2,900                 | 269                      |                          | 269                | 90.7%        |                         |
| 4059 Other Supplies and Services            | 393                 | 1,482                  | 1,166                 | (316)                    |                          | (316)              | 127.1%       |                         |
| 4060 Car Mileage: Employees                 | 373                 | 14                     | 500                   | 486                      |                          | 486                | 2.9%         |                         |
| 4120 Postage                                | 90                  | 187                    | 200                   | 13                       |                          | 13                 | 93.7%        |                         |
| 4139 Computers & other office equip         | 12,813              | 12,321                 | 13,400                | 1,079                    |                          | 1,079              | 91.9%        |                         |
| 4170 Subscriptions to other bodies          | 300                 | 1,763                  | 750                   | (1,013)                  |                          | (1,013)            | 235.0%       |                         |
| 4180 Professional Fees                      | 6,437               | 1,249                  | 2,226                 | 977                      |                          | 977                | 56.1%        |                         |
| 4211 General office expenses                | 2,433               | 2,603                  | 3,180                 | 577                      |                          | 577                | 81.9%        |                         |
| 4212 Training & conferences                 | 88                  | 490                    | 2,000                 | 1,510                    |                          | 1,510              | 24.5%        |                         |
| 4220 Bank Charges                           | 270                 | 233                    | 265                   | 33                       |                          | 33                 | 87.7%        |                         |
| 4221 Insurance                              | 5,496               | 5,561                  | 6,360                 | 799                      |                          | 799                | 87.4%        |                         |
| 4234 Audit                                  | 1,506               | 1,961                  | 2,703                 | 743                      |                          | 743                | 72.5%        |                         |
| Supplies & Services :- Indirect Expenditure | <b>249,245</b>      | <b>248,861</b>         | <b>267,014</b>        | <b>18,153</b>            | <b>0</b>                 | <b>18,153</b>      | <b>93.2%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>(249,219)</b>    | <b>(248,861)</b>       | <b>(267,014)</b>      | <b>(18,153)</b>          |                          |                    |              |                         |
| <b>108 Communications</b>                   |                     |                        |                       |                          |                          |                    |              |                         |
| 4171 All communications                     | 4,689               | 5,261                  | 8,000                 | 2,739                    |                          | 2,739              | 65.8%        |                         |
| Communications :- Indirect Expenditure      | <b>4,689</b>        | <b>5,261</b>           | <b>8,000</b>          | <b>2,739</b>             | <b>0</b>                 | <b>2,739</b>       | <b>65.8%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(4,689)</b>      | <b>(5,261)</b>         | <b>(8,000)</b>        | <b>(2,739)</b>           |                          |                    |              |                         |
| <b>201 Street Lighting</b>                  |                     |                        |                       |                          |                          |                    |              |                         |
| 4055 Energy                                 | 957                 | 784                    | 1,855                 | 1,071                    |                          | 1,071              | 42.2%        |                         |
| 4241 Maintenance                            | 548                 | 530                    | 750                   | 220                      |                          | 220                | 70.7%        |                         |
| Street Lighting :- Indirect Expenditure     | <b>1,505</b>        | <b>1,314</b>           | <b>2,605</b>          | <b>1,291</b>             | <b>0</b>                 | <b>1,291</b>       | <b>50.4%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(1,505)</b>      | <b>(1,314)</b>         | <b>(2,605)</b>        | <b>(1,291)</b>           |                          |                    |              |                         |
| <b>202 Bus Shelters</b>                     |                     |                        |                       |                          |                          |                    |              |                         |
| 4241 Maintenance                            | 283                 | 91                     | 2,500                 | 2,409                    |                          | 2,409              | 3.6%         |                         |
| 4242 Replacement                            | 3,580               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| Bus Shelters :- Indirect Expenditure        | <b>3,863</b>        | <b>91</b>              | <b>2,500</b>          | <b>2,409</b>             | <b>0</b>                 | <b>2,409</b>       | <b>3.6%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(3,863)</b>      | <b>(91)</b>            | <b>(2,500)</b>        | <b>(2,409)</b>           |                          |                    |              |                         |
| 6000 plus Transfer from EMR                 | 3,580               | 0                      | 0                     | 0                        |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>       | <b>(283)</b>        | <b>(91)</b>            | <b>(2,500)</b>        | <b>(2,409)</b>           |                          |                    |              |                         |

AGENDA ITEM 15 - ENCLOSURE NO. 9D

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

|                                                    | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|----------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>203 Christmas Lights &amp; Trees</u>            |                     |                        |                       |                          |                          |                    |               |                         |
| 4260 General Expenses                              | 2,817               | 3,418                  | 3,180                 | (238)                    |                          | (238)              | 107.5%        |                         |
| Christmas Lights & Trees :- Indirect Expenditure   | <b>2,817</b>        | <b>3,418</b>           | <b>3,180</b>          | <b>(238)</b>             | <b>0</b>                 | <b>(238)</b>       | <b>107.5%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(2,817)</b>      | <b>(3,418)</b>         | <b>(3,180)</b>        | <b>238</b>               |                          |                    |               |                         |
| <u>205 Traffic Islands</u>                         |                     |                        |                       |                          |                          |                    |               |                         |
| 1030 Traffic Islands: Sponsorship                  | 5,950               | 7,284                  | 6,350                 | (934)                    |                          |                    | 114.7%        |                         |
| Traffic Islands :- Income                          | <b>5,950</b>        | <b>7,284</b>           | <b>6,350</b>          | <b>(934)</b>             |                          |                    | <b>114.7%</b> | <b>0</b>                |
| 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            | <b>7,942</b>        | <b>8,816</b>           | <b>8,464</b>          | <b>(352)</b>             | <b>0</b>                 | <b>(352)</b>       | <b>104.2%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>(1,992)</b>      | <b>(1,532)</b>         | <b>(2,114)</b>        | <b>(582)</b>             |                          |                    |               |                         |
| <u>206 Brighter Burntwood</u>                      |                     |                        |                       |                          |                          |                    |               |                         |
| 4241 Maintenance                                   | 944                 | 2,481                  | 1,500                 | (981)                    |                          | (981)              | 165.4%        |                         |
| 4260 General Expenses                              | 0                   | 88                     | 0                     | (88)                     |                          | (88)               | 0.0%          |                         |
| Brighter Burntwood :- Indirect Expenditure         | <b>944</b>          | <b>2,569</b>           | <b>1,500</b>          | <b>(1,069)</b>           | <b>0</b>                 | <b>(1,069)</b>     | <b>171.3%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(944)</b>        | <b>(2,569)</b>         | <b>(1,500)</b>        | <b>1,069</b>             |                          |                    |               |                         |
| <u>207 Flagpole</u>                                |                     |                        |                       |                          |                          |                    |               |                         |
| 1025 Sundry Income                                 | 0                   | 980                    | 0                     | (980)                    |                          |                    | 0.0%          |                         |
| Flagpole :- Income                                 | <b>0</b>            | <b>980</b>             | <b>0</b>              | <b>(980)</b>             |                          |                    |               | <b>0</b>                |
| 4241 Maintenance                                   | 2                   | 12                     | 500                   | 488                      |                          | 488                | 2.4%          |                         |
| Flagpole :- Indirect Expenditure                   | <b>2</b>            | <b>12</b>              | <b>500</b>            | <b>488</b>               | <b>0</b>                 | <b>488</b>         | <b>2.4%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>(2)</b>          | <b>968</b>             | <b>(500)</b>          | <b>(1,468)</b>           |                          |                    |               |                         |
| <u>209 Coulter Lane Burial Ground</u>              |                     |                        |                       |                          |                          |                    |               |                         |
| 4241 Maintenance                                   | 862                 | 1,948                  | 1,961                 | 13                       |                          | 13                 | 99.3%         |                         |
| Coulter Lane Burial Ground :- Indirect Expenditure | <b>862</b>          | <b>1,948</b>           | <b>1,961</b>          | <b>13</b>                | <b>0</b>                 | <b>13</b>          | <b>99.3%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(862)</b>        | <b>(1,948)</b>         | <b>(1,961)</b>        | <b>(13)</b>              |                          |                    |               |                         |
| <u>211 Burntwood Town Strategy</u>                 |                     |                        |                       |                          |                          |                    |               |                         |
| 4754 BTS Projects                                  | 3,897               | 1,292                  | 0                     | (1,292)                  |                          | (1,292)            | 0.0%          | 1,292                   |
| Burntwood Town Strategy :- Indirect Expenditure    | <b>3,897</b>        | <b>1,292</b>           | <b>0</b>              | <b>(1,292)</b>           | <b>0</b>                 | <b>(1,292)</b>     |               | <b>1,292</b>            |
| <b>Net Expenditure</b>                             | <b>(3,897)</b>      | <b>(1,292)</b>         | <b>0</b>              | <b>1,292</b>             |                          |                    |               |                         |
| 6000 plus Transfer from EMR                        | 0                   | 1,292                  | 0                     | (1,292)                  |                          |                    |               |                         |

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

|                                                | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| <b>Movement to/(from) Gen Reserve</b>          | <b>(3,897)</b>      | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |                |                         |
| <b>212 Response &amp; Repair Team</b>          |                     |                        |                       |                          |                          |                    |                |                         |
| 4766 Community repairs - materials             | 52                  | 725                    | 2,000                 | 1,275                    |                          | 1,275              | 36.2%          |                         |
| 4767 BURRT vehicle costs                       | 1,500               | 2,639                  | 2,120                 | (519)                    |                          | (519)              | 124.5%         |                         |
| Response & Repair Team :- Indirect Expenditure | <b>1,552</b>        | <b>3,364</b>           | <b>4,120</b>          | <b>756</b>               | <b>0</b>                 | <b>756</b>         | <b>81.7%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>(1,552)</b>      | <b>(3,364)</b>         | <b>(4,120)</b>        | <b>(756)</b>             |                          |                    |                |                         |
| <b>213 Community Events</b>                    |                     |                        |                       |                          |                          |                    |                |                         |
| 1090 Wakes - Pitch Fees                        | 680                 | 570                    | 400                   | (170)                    |                          |                    | 142.5%         |                         |
| 1100 Wakes Other Income                        | 16,883              | 9,547                  | 0                     | (9,547)                  |                          |                    | 0.0%           |                         |
| 1101 Christmas                                 | 570                 | 325                    | 0                     | (325)                    |                          |                    | 0.0%           |                         |
| 1102 Play in the Parks                         | 2,167               | 3,380                  | 0                     | (3,380)                  |                          |                    | 0.0%           |                         |
| Community Events :- Income                     | <b>20,300</b>       | <b>13,822</b>          | <b>400</b>            | <b>(13,422)</b>          |                          |                    | <b>3455.4%</b> | <b>0</b>                |
| 4262 Christmas Events                          | 8,373               | 10,110                 | 10,360                | 250                      |                          | 250                | 97.6%          |                         |
| 4390 Wakes (all expenditure)                   | 28,336              | 21,501                 | 12,800                | (8,701)                  |                          | (8,701)            | 168.0%         |                         |
| 4398 Markets                                   | 7,069               | 8,377                  | 8,480                 | 103                      |                          | 103                | 98.8%          |                         |
| 4761 Play in the Parks                         | 8,870               | 10,340                 | 9,000                 | (1,340)                  |                          | (1,340)            | 114.9%         |                         |
| Community Events :- Indirect Expenditure       | <b>52,648</b>       | <b>50,327</b>          | <b>40,640</b>         | <b>(9,687)</b>           | <b>0</b>                 | <b>(9,687)</b>     | <b>123.8%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>             | <b>(32,348)</b>     | <b>(36,505)</b>        | <b>(40,240)</b>       | <b>(3,735)</b>           |                          |                    |                |                         |
| <b>214 Community Development</b>               |                     |                        |                       |                          |                          |                    |                |                         |
| 1025 Sundry Income                             | 0                   | 1,220                  | 0                     | (1,220)                  |                          |                    | 0.0%           |                         |
| Community Development :- Income                | <b>0</b>            | <b>1,220</b>           | <b>0</b>              | <b>(1,220)</b>           |                          |                    |                | <b>0</b>                |
| 4764 Other Community Projects                  | 1,267               | 8,725                  | 10,000                | 1,275                    |                          | 1,275              | 87.2%          |                         |
| Community Development :- Indirect Expenditure  | <b>1,267</b>        | <b>8,725</b>           | <b>10,000</b>         | <b>1,275</b>             | <b>0</b>                 | <b>1,275</b>       | <b>87.2%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>             | <b>(1,267)</b>      | <b>(7,505)</b>         | <b>(10,000)</b>       | <b>(2,495)</b>           |                          |                    |                |                         |
| 6000 plus Transfer from EMR                    | 767                 | 0                      | 0                     | 0                        |                          |                    |                |                         |
| <b>Movement to/(from) Gen Reserve</b>          | <b>(500)</b>        | <b>(7,505)</b>         | <b>(10,000)</b>       | <b>(2,495)</b>           |                          |                    |                |                         |
| <b>215 SCAMP</b>                               |                     |                        |                       |                          |                          |                    |                |                         |
| 4550 SCAMP: Maintenance                        | 0                   | 32                     | 250                   | 218                      |                          | 218                | 12.8%          |                         |
| SCAMP :- Indirect Expenditure                  | <b>0</b>            | <b>32</b>              | <b>250</b>            | <b>218</b>               | <b>0</b>                 | <b>218</b>         | <b>12.8%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>0</b>            | <b>(32)</b>            | <b>(250)</b>          | <b>(218)</b>             |                          |                    |                |                         |

AGENDA ITEM 15 - ENCLOSURE NO. 9D

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

|            |                                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|------------|-------------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>301</b> | <b>Civic Expenses</b>                                 |                     |                        |                       |                          |                          |                    |               |                         |
| 1062       | Fundraising                                           | 279                 | 641                    | 0                     | (641)                    |                          |                    | 0.0%          | 44                      |
|            | Civic Expenses :- Income                              | <b>279</b>          | <b>641</b>             | <b>0</b>              | <b>(641)</b>             |                          |                    |               | <b>44</b>               |
| 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%          | 272                     |
|            | Civic Expenses :- Indirect Expenditure                | <b>803</b>          | <b>996</b>             | <b>272</b>            | <b>(724)</b>             | <b>0</b>                 | <b>(724)</b>       | <b>366.0%</b> | <b>272</b>              |
|            | <b>Net Income over Expenditure</b>                    | <b>(524)</b>        | <b>(355)</b>           | <b>(272)</b>          | <b>83</b>                |                          |                    |               |                         |
| 6000       | plus Transfer from EMR                                | 720                 | 272                    | 0                     | (272)                    |                          |                    |               |                         |
| 6001       | less Transfer to EMR                                  | 279                 | 44                     | 0                     | (44)                     |                          |                    |               |                         |
|            | <b>Movement to/(from) Gen Reserve</b>                 | <b>(83)</b>         | <b>(127)</b>           | <b>(272)</b>          | <b>(145)</b>             |                          |                    |               |                         |
| <b>302</b> | <b>Better Burntwood incl. grants</b>                  |                     |                        |                       |                          |                          |                    |               |                         |
| 4416       | Better Burntwood expenditure                          | 22,770              | 27,151                 | 27,560                | 409                      |                          | 409                | 98.5%         |                         |
| 4417       | External grant expenditure                            | 0                   | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%          |                         |
| 4760       | S Sutton Bursary/Youth award                          | 2,000               | 2,000                  | 1,000                 | (1,000)                  |                          | (1,000)            | 200.0%        | 1,000                   |
|            | Better Burntwood incl. grants :- Indirect Expenditure | <b>24,770</b>       | <b>29,151</b>          | <b>33,560</b>         | <b>4,409</b>             | <b>0</b>                 | <b>4,409</b>       | <b>86.9%</b>  | <b>1,000</b>            |
|            | <b>Net Expenditure</b>                                | <b>(24,770)</b>     | <b>(29,151)</b>        | <b>(33,560)</b>       | <b>(4,409)</b>           |                          |                    |               |                         |
| 6000       | plus Transfer from EMR                                | 1,000               | 1,000                  | 0                     | (1,000)                  |                          |                    |               |                         |
|            | <b>Movement to/(from) Gen Reserve</b>                 | <b>(23,770)</b>     | <b>(28,151)</b>        | <b>(33,560)</b>       | <b>(5,409)</b>           |                          |                    |               |                         |
| <b>310</b> | <b>Election Expenses</b>                              |                     |                        |                       |                          |                          |                    |               |                         |
| 4701       | Election Expenses                                     | 19,544              | 0                      | 10,600                | 10,600                   |                          | 10,600             | 0.0%          |                         |
|            | Election Expenses :- Indirect Expenditure             | <b>19,544</b>       | <b>0</b>               | <b>10,600</b>         | <b>10,600</b>            | <b>0</b>                 | <b>10,600</b>      | <b>0.0%</b>   | <b>0</b>                |
|            | <b>Net Expenditure</b>                                | <b>(19,544)</b>     | <b>0</b>               | <b>(10,600)</b>       | <b>(10,600)</b>          |                          |                    |               |                         |
| 6000       | plus Transfer from EMR                                | 9,544               | 0                      | 0                     | 0                        |                          |                    |               |                         |
|            | <b>Movement to/(from) Gen Reserve</b>                 | <b>(10,000)</b>     | <b>0</b>               | <b>(10,600)</b>       | <b>(10,600)</b>          |                          |                    |               |                         |
| <b>401</b> | <b>Burntwood Cemetery</b>                             |                     |                        |                       |                          |                          |                    |               |                         |
| 1000       | Burial Fees/Licences/Headstone                        | 40,356              | 31,163                 | 29,680                | (1,483)                  |                          |                    | 105.0%        |                         |
| 1001       | Memorial wall plaques                                 | 82                  | 261                    | 100                   | (161)                    |                          |                    | 261.0%        |                         |
|            | Burntwood Cemetery :- Income                          | <b>40,438</b>       | <b>31,424</b>          | <b>29,780</b>         | <b>(1,644)</b>           |                          |                    | <b>105.5%</b> | <b>0</b>                |
| 4019       | Employee costs                                        | 3,908               | 4,076                  | 4,092                 | 16                       |                          | 16                 | 99.6%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

|                                                        | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4163 General Office Expenses                           | 541                 | 572                    | 423                   | (149)                    |                          | (149)              | 135.2%        |                         |
| 4810 Gravedigging                                      | 7,080               | 6,150                  | 4,770                 | (1,380)                  |                          | (1,380)            | 128.9%        |                         |
| 4820 NNDR: Burntwood Cemetery                          | 1,493               | 1,643                  | 1,537                 | (106)                    |                          | (106)              | 106.9%        |                         |
| 4863 Other Maintenance and Services                    | 4,952               | 5,001                  | 5,300                 | 299                      |                          | 299                | 94.4%         |                         |
| 4864 Grounds maintenance                               | 9,700               | 14,615                 | 7,950                 | (6,665)                  |                          | (6,665)            | 183.8%        |                         |
| Burntwood Cemetery :- Indirect Expenditure             | <b>27,674</b>       | <b>32,058</b>          | <b>24,072</b>         | <b>(7,986)</b>           | <b>0</b>                 | <b>(7,986)</b>     | <b>133.2%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>12,764</b>       | <b>(634)</b>           | <b>5,708</b>          | <b>6,342</b>             |                          |                    |               |                         |
| <b>501 Capital Expenditure</b>                         |                     |                        |                       |                          |                          |                    |               |                         |
| 4903 CTMC purchase                                     | 240,000             | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| Capital Expenditure :- Indirect Expenditure            | <b>240,000</b>      | <b>0</b>               | <b>0</b>              | <b>0</b>                 | <b>0</b>                 | <b>0</b>           |               | <b>0</b>                |
| <b>Net Expenditure</b>                                 | <b>(240,000)</b>    | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |               |                         |
| <b>502 Chase Terrace Community Centre</b>              |                     |                        |                       |                          |                          |                    |               |                         |
| 1079 CTCC room hire & other income                     | 83                  | 1,096                  | 13,500                | 12,404                   |                          |                    | 8.1%          |                         |
| Chase Terrace Community Centre :- Income               | <b>83</b>           | <b>1,096</b>           | <b>13,500</b>         | <b>12,404</b>            |                          |                    | <b>8.1%</b>   | <b>0</b>                |
| 4022 NNDR                                              | 0                   | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0%          |                         |
| 4023 Water Rates                                       | 0                   | 166                    | 0                     | (166)                    |                          | (166)              | 0.0%          |                         |
| 4055 Energy                                            | 41                  | 915                    | 0                     | (915)                    |                          | (915)              | 0.0%          |                         |
| 4065 CTCC cleaning & maintenance                       | 1,021               | 728                    | 4,000                 | 3,272                    |                          | 3,272              | 18.2%         |                         |
| 4066 CTCC administration                               | 0                   | 0                      | 4,500                 | 4,500                    |                          | 4,500              | 0.0%          |                         |
| 4221 Insurance                                         | 0                   | 96                     | 1,000                 | 904                      |                          | 904                | 9.6%          |                         |
| Chase Terrace Community Centre :- Indirect Expenditure | <b>1,062</b>        | <b>1,905</b>           | <b>13,500</b>         | <b>11,595</b>            | <b>0</b>                 | <b>11,595</b>      | <b>14.1%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>(979)</b>        | <b>(809)</b>           | <b>0</b>              | <b>809</b>               |                          |                    |               |                         |
| <b>503 CTCC redevelopment project</b>                  |                     |                        |                       |                          |                          |                    |               |                         |
| 1130 Community Ownership Fund                          | 0                   | 179,698                | 0                     | (179,698)                |                          |                    | 0.0%          |                         |
| CTCC redevelopment project :- Income                   | <b>0</b>            | <b>179,698</b>         | <b>0</b>              | <b>(179,698)</b>         |                          |                    |               | <b>0</b>                |
| 4010 COF project expenditure                           | 0                   | 177,208                | 0                     | (177,208)                |                          | (177,208)          | 0.0%          |                         |
| CTCC redevelopment project :- Indirect Expenditure     | <b>0</b>            | <b>177,208</b>         | <b>0</b>              | <b>(177,208)</b>         | <b>0</b>                 | <b>(177,208)</b>   |               | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>0</b>            | <b>2,490</b>           | <b>0</b>              | <b>(2,490)</b>           |                          |                    |               |                         |

AGENDA ITEM 15 - ENCLOSURE NO. 9D

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

|                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income                 | 509,547             | 703,494                | 510,121               | (193,373)                |                          |                    | 137.9%  |                         |
| Expenditure                           | 715,403             | 663,622                | 508,239               | (155,383)                | 0                        | (155,383)          | 130.6%  |                         |
| <b>Net Income over Expenditure</b>    | <b>(205,856)</b>    | <b>39,872</b>          | <b>1,882</b>          | <b>(37,990)</b>          |                          |                    |         |                         |
| plus Transfer from EMR                | 21,466              | 22,905                 | 0                     | (22,905)                 |                          |                    |         |                         |
| less Transfer to EMR                  | 7,944               | 3,243                  | 0                     | (3,243)                  |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(192,334)</b>    | <b>59,534</b>          | <b>1,882</b>          | <b>(57,652)</b>          |                          |                    |         |                         |

30/04/2025

## Burntwood Town Council Current Year

21:05

## Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

## Current Assets

|         |                                |         |
|---------|--------------------------------|---------|
| 5,184   | Debtors                        | 6,118   |
| 907     | Debtors                        | 780     |
| 4,975   | VAT Refunds                    | 39,494  |
| 12,341  | Prepayments                    | 15,442  |
| 242,800 | Unity Trust Current A/c        | 249,763 |
| 203,966 | CCLA Public Sector Deposit Fun | 203,966 |
| 57      | Petty Cash                     | 114     |
| 83,980  | Barclays Deposit A/c           | 85,226  |

554,210

600,904

554,210 Total Assets

600,904

## Current Liabilities

|       |                     |       |
|-------|---------------------|-------|
| 4,692 | Creditors           | 6,180 |
| 32    | Creditors           | 275   |
| 2,422 | Accruals            | 2,102 |
| 1,520 | Receipts in Advance | 6,931 |

8,666

15,488

545,544 Total Assets Less Current Liabilities

585,416

## Represented By

|         |                                |         |
|---------|--------------------------------|---------|
| 105,491 | General Fund                   | 169,078 |
| 77,412  | EM Reserve - Capital-Cemetery  | 77,412  |
| 38,162  | EM Reserve - Elections         | 48,762  |
| 79,752  | EM Reserve - Town Strategy     | 78,460  |
| 76,722  | EMR - Better Burntwood         | 92,422  |
| 15,250  | EM Reserve - Neighbourhd Plan  | 15,250  |
| 59,736  | EM Reserve - Old Mining Colleg | 59,736  |
| 465     | EM Reserve - Defibrillators    | 0       |
| 272     | EMR - Charity Fundraising      | 44      |
| 500     | EMR-SCAMP:Maint & Poss Enhance | 965     |
| 26,838  | EM Reserve -Significant Events | 15,000  |
| 18,445  | EM Reserve - CIL money         | 21,302  |
| 5,714   | EM Reserve - Bus shelters      | 0       |
| 3,000   | EMR-S Sutton Bursary/Youth grt | 2,000   |
| 2,495   | EM Reserve - Street Lighting   | 2,495   |
| 20,000  | EM Reserve - Skatepark replace | 0       |
| 15,291  | EM Reserve - Brighter Burntwd  | 0       |

30/04/2025

Burntwood Town Council Current Year

21:05

Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

0 EM Reserve - Chase Terrace CC

2,490

545,544

585,416

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ 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 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 amended 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 .....

**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 02 APRIL 2025 COMMENCING AT 6.02 PM**

**PRESENT**

Councillor Gittings (in the Chair)

Councillors Bacon, Bishop, D Ennis, L Ennis, Hancox, Swain, P Taylor, S Taylor, and Willis-Croft

**In attendance**

Ms Minor, Deputy Clerk

**PUBLIC FORUM**

No questions were raised by members of the public.

**64. APOLOGIES FOR ABSENCE**

Councillor Bullock (Work Commitments)

Councillor Flanagan (Family Commitments)

The reasons for the apologies were approved.

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

Councillor Gittings declared an interest in planning application 25/00208/FUL – 17 Chase Road as the applicant is known to her.

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.

**66. 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 24 March 2025.

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 March 2025 (Minute Nos. 58-63) be approved as a correct record.

**67. INFORMATION FROM THE MINUTES**

There was no information from the Minutes.

## 68. PLANNING APPLICATIONS

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

- |     |              |           |                                                |                                                                                                                                                                   |
|-----|--------------|-----------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | 25/00186/ADV | Chasetown | Lidl<br>Land off Cannock Road<br>Chase Terrace | Installation of 2 no. canopy mounted illuminated 'Lidl' sign, 1 no. Lidl flagpole sign, 1 no. column mounted poster display unit and 3 no. wall mounted billboard |
|-----|--------------|-----------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection in principle as long as the luminance of the light sources do not exceed 300 candelas per metre squared and that the light sources are shielded to avoid causing a glare to road users.

- |     |              |                            |                                                       |                                           |
|-----|--------------|----------------------------|-------------------------------------------------------|-------------------------------------------|
| (b) | 25/00208/FUL | Summerfield and All Saints | Mrs Bundy<br>Southwinds<br>17 Chase Road<br>Burntwood | Creation of new apartment (retrospective) |
|-----|--------------|----------------------------|-------------------------------------------------------|-------------------------------------------|

No objection in principle provided that the studio flat meets the reasonable living space for a single person e.g. 37 sqm. With regard to the overlooking/privacy issues to the houses to the rear, the Local Planning Authority must satisfy themselves that the studio flat does not adversely affect their amenity.

- |     |              |                            |                                                        |                            |
|-----|--------------|----------------------------|--------------------------------------------------------|----------------------------|
| (c) | 25/00221/FUH | Summerfield and All Saints | Mr and Mrs Chance<br>78 Bridge Cross Road<br>Burntwood | First floor side extension |
|-----|--------------|----------------------------|--------------------------------------------------------|----------------------------|

No objection.

- |     |              |                            |                                            |                             |
|-----|--------------|----------------------------|--------------------------------------------|-----------------------------|
| (d) | 25/00237/FUH | Summerfield and All Saints | Mr Marshall<br>252 Chase Road<br>Burntwood | First floor front extension |
|-----|--------------|----------------------------|--------------------------------------------|-----------------------------|

No objection.

- |     |              |               |                                           |                                               |
|-----|--------------|---------------|-------------------------------------------|-----------------------------------------------|
| (e) | 25/00263/FUH | Chase Terrace | Miss Martin<br>9 Paget Drive<br>Burntwood | Installation of disabled access platform lift |
|-----|--------------|---------------|-------------------------------------------|-----------------------------------------------|

No objection.

- |     |              |           |                                                                                                              |                                                                                                                                                                                       |
|-----|--------------|-----------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (f) | 25/00205/FUL | Chasetown | Mr Bird<br>Messenger Construction<br>Unit 20, Zone 1<br>Burntwood Business Park<br>Cobbett Road<br>Burntwood | Erection of a detached industrial unit comprising storage area on the ground floor and office space to first floor<br><br>All external building materials to match the adjacent units |
|-----|--------------|-----------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

- |     |              |                          |                                            |                                           |
|-----|--------------|--------------------------|--------------------------------------------|-------------------------------------------|
| (g) | 25/00252/FUH | Boney Hay<br>and Central | Mr Hancox<br>100 Spinney Lane<br>Burntwood | Erection of first floor side<br>extension |
|-----|--------------|--------------------------|--------------------------------------------|-------------------------------------------|

No objection.

- |     |              |           |                                                                      |                                                                                                                                            |
|-----|--------------|-----------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| (h) | 25/00282/PND | Highfield | Mr Newton<br>The Barn<br>Padbury Lane<br>Creswell Green<br>Burntwood | Prior Notification:<br>Change of use of<br>agricultural buildings to<br>form 4 no. dwellings with<br>associated operational<br>development |
|-----|--------------|-----------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

Previously the Town Council had not objected, in principle, to planning application 21/00781/ABN as long as the building was used for functions entirely ancillary to the use of the farm and farming of the adjacent land, however, concerns were raised about the number of buildings and the amount of development in this area of the green belt, therefore, the Town Council OBJECTS to the change of use of agricultural buildings to form 4 dwellings as the dwellings would have a significant impact on the green belt and represents inappropriate development.

#### **69. BURRT UPDATE**

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

#### **70. STONNALL NEIGHBOURHOOD PLAN REGULATION 14 CONSULTATION**

Members received and noted the content of the Stonnall Neighbourhood Plan.

(The Meeting closed at 6.21 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 TUESDAY 06 MAY 2025 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Gittings (in the Chair)

Councillors Bacon, Bishop (from 6.09pm), Bullock, D Ennis, Hancox, Swain, P Taylor, S Taylor, and Willis-Croft

**In attendance**

Ms Minor, Deputy Clerk

Mr Johnny Kidney, Managing Director, Sulis Public Affairs (Community Consultation)

Mr Neil Cox, Managing Director, Evolve Planning and Design (Planning)

Ms Emma Foster, Senior Planning Manager, Bloor Homes

**PROPOSED DEVELOPMENT AT COULTER LANE**

**Up to 300 residential dwellings, proposed community & retail space, potential land for school expansion, green & blue infrastructure provision and associated infrastructure – land at Coulter Lane Farm, Coulter Lane, Burntwood, WS7 9EY**

Councillor Gittings welcomed Mr Kidney, Mr Cox, and Ms Foster. Members were informed that family-owned housebuilder, Bloor Homes, were at the early stages of preparing outline plans for a sensitive landscape-led development of new homes and community facilities as well as extensive landscape public open space on land at Coulter Lane. As part of that process, an Environmental Impact Assessment (EIA) Screening request had now been submitted to Lichfield District Council in relation to the emerging outline proposals. It was noted that the EIA Screening is not a planning application however it does get published on Lichfield District Council's planning portal.

The Deputy Clerk explained that the Introductory Presentation had been forwarded to all Members of the Town Council prior to the meeting. The presentation was displayed on the big screen and Members present also had a hard copy.

Mr Kidney explained that the 27.31ha site consists of two parcels either side of Coulter Lane - a larger parcel to the west and a smaller one to the east side of the lane. He explained that the existing mature trees and hedgerows will be retained as much as possible and enhanced with additional landscape planting, with development parcels shaped by existing field patterns. Mr Kidney confirmed that the site is currently predominantly in arable agricultural use, alongside areas of modified grassland, both of which are of relatively low biodiversity value. There are currently no public rights of way providing public access to the site.

Mr Cox explained the planning policy context to Members. He stated that the site had been promoted through Lichfield District Council's emerging Local Plan since 2015. Lichfield District Council SHLAA assesses the site as 'Suitable', 'Available' and 'Achievable'. Mr Cox pointed out that the new National Planning Policy Framework (NPPF) introduced by Government has increased Lichfield District housing targets from 289 to 753 new homes per annum. The new NPPF also required Lichfield District Council to demonstrate 5 year housing land supply, however, at present Lichfield District Council can only demonstrate a 3.65 year supply of deliverable housing land. Mr Cox explained that the new NPPF introduced a 'Grey Belt' policy which supports the development of Green Belt sites for residential development where it can be demonstrated it would not fundamentally undermine Green Belt purposes (taken together). Mr Cox stated that from their technical view and the District Council's Green Belt Assessment, land at Coulter Lane is considered to be Grey Belt and will deliver new homes to

contribute to meeting housing delivery shortfall and round-off settlement edge at a sustainable, infill location.

Mr Kidney explained the emerging outline proposals which were at an early stage. These included up to 300 high-quality family and affordable homes, with a mix of house types and sizes proposed, including the potential to provide bungalows. He explained that the affordable housing potentially local policy (28%) plus additional 15% in line with Grey Belt policy – i.e. up to 43% affordable housing. There is also potential to provide parcel of land safeguarded for future expansion of Fulfen Primary School, community hub on Church Road frontage, including potential retail/café, as well as potential to provide community car parking for church events and other uses. Mr Kidney explained that approximately two-thirds of the site would be retained as open space, including: extensive landscaped public open space, green corridors, biodiversity areas, a network of public walking and cycling routes, community orchard, play areas and sustainable drainage system providing wetland habitats. Councillor P Taylor pointed out that there is already a community hub in close proximity and Councillor S Taylor pointed out the impact on roads (i.e. Church Road and Coulter Lane) as it appears from the plan to be a one entry estate and there would need to be restrictions on operating hours. Councillor S Taylor also queried the type of housing, would they be single occupancy, 1/2 beds etc. Mr Kidney explained that the District Council have indicated that there is currently a shortage of 2/3 beds. Mr Kidney explained that his role was to seek feedback from members of the public who in turn could flag up what the local needs are. Councillor P Taylor felt that there was a potential for a 'corner shop' as there was no shops that side of town. Councillor D Ennis also raised concerns regarding predominantly one access road. He felt that this was a great development but in the wrong space as he felt that there was better areas in Burntwood (south of the Town with easy access to the A5). Councillor D Ennis stated that Burntwood has got to have some expansion and we need to accept that however the housing target needed to be spread across the District. Councillor P Taylor queried what was meant by affordable housing and Mr Cox explained that it would be a mix of social rented and shared ownership in small clusters.

Mr Kidney explained that there will be consultation with the local community prior to outline planning application being submitted. Consultation online will be during late May/early June, complemented by a drop-in exhibition at Burntwood Memorial Community Hall which is scheduled for 04 June 2025 (they were also due to see Burntwood Action Group shortly). The development would be publicised by community mailing and press release(s). A website holding page would be established at [www.bloorhomesburntwood.com](http://www.bloorhomesburntwood.com) – the community can register details to receive email notification of the start of consultation. Mr Kidney said that consultation feedback would be fully considered to inform the outline planning application. The consultation would help identify additional potential community benefits that may be delivered by the scheme. Further opportunities for consultation would be through Lichfield District Council's statutory consultation on submitted plans and through subsequent Reserved Matters planning application. Mr Kidney explained that it was hoped to submit an outline planning application to Lichfield District Council in the summer of 2025, with a reserved matters planning application (detailed design) late 2025/early 2026 with a potential start of delivery in 2027.

Members thanked Mr Kidney, Mr Cox, and Ms Foster for their attendance.

#### **PUBLIC FORUM**

No questions were raised by members of the public.

## 71. APOLOGIES FOR ABSENCE

Councillor L Ennis (Prior Commitments)  
Councillor Flanagan (Prior Commitments)

The reasons for the apologies were approved.

## 72. 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.

## 73. 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 Bullock and following a unanimous show of hands it was

**RESOLVED** That the Minutes of the Planning and Development Committee Meeting held on 05 March 2025 (Minute Nos. 58-63) be approved as a correct record.

## 74. INFORMATION FROM THE MINUTES

### **Planning Application 25/00404/FUL – Coppy Nook Playing Fields, Hospital Road**

Councillor Gittings informed Members that Burntwood Dragons and Phoenix Football Club had submitted a planning application for conversion of changing rooms into club room, servery and disabled WC, baby changing facilities, new window, and door openings.

### **Former Abacus Day Nursery, Park Cottage, 162 High Street, Chasetown**

The Deputy Clerk informed Members that the new proprietor(s) had built front and side extensions without planning permission. She confirmed that this had been reported to the Planning & Listed Building Enforcement Team at Lichfield District Council on 24 April 2025.

## 75. PLANNING APPLICATIONS

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

- |     |              |           |                                             |                                                    |
|-----|--------------|-----------|---------------------------------------------|----------------------------------------------------|
| (a) | 25/00347/FUH | Chasetown | Mr Ricketts<br>93 Birch Avenue<br>Burntwood | Erection of a single and two storey side extension |
|-----|--------------|-----------|---------------------------------------------|----------------------------------------------------|

No objection.

- |     |              |         |                                         |                                                                      |
|-----|--------------|---------|-----------------------------------------|----------------------------------------------------------------------|
| (b) | 25/00350/FUH | Hunslet | Mr Poynton<br>47 Rake Hill<br>Burntwood | Ground and first floor side extensions to form orangery and en-suite |
|-----|--------------|---------|-----------------------------------------|----------------------------------------------------------------------|

The Town Council cannot agree support of the proposal until such time as the Arboricultural Officer, LDC, is satisfied as the site appears to contain a number of mature trees.

- |     |              |         |                                                    |                                                                                                                                                                                |
|-----|--------------|---------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (c) | 25/00326/PNH | Hunslet | Mr and Mrs Falletta<br>4 Hunslet Road<br>Burntwood | Prior Notification: single storey rear extension projecting 6.30m from the rear wall of the original dwelling and reaching a maximum height of 3.00m and eaves height of 2.55m |
|-----|--------------|---------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection.

- |     |              |             |                                        |                                                 |
|-----|--------------|-------------|----------------------------------------|-------------------------------------------------|
| (d) | 25/00398/FUH | Gorstey Ley | Mr Love<br>10 Church Road<br>Burntwood | Retention of single storey extensions and porch |
|-----|--------------|-------------|----------------------------------------|-------------------------------------------------|

No objection in principle as long as the Local Planning Authority considers that the single storey extensions and porch respects the character of the dwelling and are sympathetic to the character of the street scene.

- |     |              |                       |                                            |                                                              |
|-----|--------------|-----------------------|--------------------------------------------|--------------------------------------------------------------|
| (e) | 25/00439/FUH | Boney Hay and Central | Mr Darnley<br>6 Birch Terrace<br>Burntwood | Demolition of existing wooden sheds and erection of car port |
|-----|--------------|-----------------------|--------------------------------------------|--------------------------------------------------------------|

No objection in principle however the Town Council asks for clarification on whether the usage is for residential/personal vehicles or commercial/business vehicles.

- |     |              |           |                                                                 |                                                      |
|-----|--------------|-----------|-----------------------------------------------------------------|------------------------------------------------------|
| (f) | 25/00446/FUL | Chasetown | Mr Cantrill<br>G E Collis and Sons<br>Queens Drive<br>Burntwood | Removal of stores and erection of 6 workshops/stores |
|-----|--------------|-----------|-----------------------------------------------------------------|------------------------------------------------------|

No objection.

- |     |              |                            |                                              |                                                            |
|-----|--------------|----------------------------|----------------------------------------------|------------------------------------------------------------|
| (g) | 25/00475/FUH | Summerfield and All Saints | Mr Kempson<br>54 Newgate Street<br>Burntwood | Proposed single storey side and rear extension to dwelling |
|-----|--------------|----------------------------|----------------------------------------------|------------------------------------------------------------|

No objection.

- |     |              |           |                                              |                                                                                           |
|-----|--------------|-----------|----------------------------------------------|-------------------------------------------------------------------------------------------|
| (h) | 25/00492/FUH | Highfield | Mr Moorhouse<br>2 Farewell Lane<br>Burntwood | Demolition of existing detached garage and the erection of a single storey side extension |
|-----|--------------|-----------|----------------------------------------------|-------------------------------------------------------------------------------------------|

No objection in principle however the Local Planning Authority must ensure that the proposed development meets Green Belt criteria and that the proposal does not exceed the original footprint area of the dwelling.

- |     |              |                       |                                                         |                                                             |
|-----|--------------|-----------------------|---------------------------------------------------------|-------------------------------------------------------------|
| (i) | 25/00348/FUH | Boney Hay and Central | Mr and Mrs Krucien<br>29 Bridge Cross Road<br>Burntwood | Ground floor rear extension and replacement detached garage |
|-----|--------------|-----------------------|---------------------------------------------------------|-------------------------------------------------------------|

If the proposal is approved it should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 29 Bridge Cross Road and shall not be used, sold, or let as a separate dwelling.

**76. BuRRT UPDATE**

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

(The Meeting closed at 7.00 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 07 MAY 2025 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Evans (in the Chair)

Councillors Bishop, Coe MBE, D Ennis, R Ennis, Gittings, Kirkham, 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.

**64. APOLOGIES FOR ABSENCE**

None as all Members were present.

**65. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Evans declared an interest in Agenda Item No. 6i. Better Burntwood Fund – Fulfen Primary School as the applicant is known to her and took no part in the discussion thereon.

**66. 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 24 March 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 10 March 2025 (Minute Nos. 53-63) be approved as a correct record.

**67. INFORMATION FROM THE MINUTES**

There was no information arising from the minutes.

## **68. COMMUNITY ENGAGEMENT**

Councillor Willis-Croft referred to a training session which he had recently attended at Chase Terrace Academy relating to bleed kits and the need for bleed kits within Burntwood.

Councillor Coe MBE referred Minute No. 57 – Community Engagement (10 March 2025 refers) and in particular the Carer's Celebration Afternoon Tea and Carer's Drop In Event held in January at Burntwood Library. She explained that the event highlighted the need for a carer's peer support group in the town and that MHA Communities had launched a carer's drop in event at the Library on the 1<sup>st</sup> Tuesday of every month from 10.30am – 12pm.

Councillor Coe MBE referred to the Chair's Quiz which had taken place last Saturday. The event had been a great success raising £868 for Pathway Project. She thanked everyone who came out to support on the night.

Councillor Coe MBE referred to the Temporary Road Closure Order – Cannock Road and Bridge Cross Road and asked if this would affect the market on 11 May. Councillor D Ennis confirmed that Staffordshire County Council's Highway Maintenance and Network Management Team have been contacted. They are aware of the market on the 11 May and have asked for the no works to take place on Sunday the 11<sup>th</sup> due to the clash with the market.

Councillor Coe MBE also mentioned that she had recently attended Fulfen Primary School to highlight the dangers caused by poor car parking around the school.

Councillor S Taylor informed Members that she had attended a Food Partnership meeting last week where the Young Farmers Union were present. She thought it would be a good idea to try and engage with them and perhaps they could attend the Wakes Festival and a future market.

Councillor D Ennis referred to bleed kits, which had previously been mentioned by Councillor Willis-Croft. He confirmed that the Policy and Resources Committee on 14 May 2025 will consider agreeing to the installation of 7 bleed kits within the 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. Councillor D Ennis also referred to training in bleed kits and thought it would be a good idea to have training specifically for Town Councillors.

Councillor D Ennis referred to the Community Centre and confirmed that it is almost ready to open to the public and has generated considerable interest and offers numerous benefits to our town. We have various groups interested in providing a range of activities, support, and opportunities. The essence of acquiring this building was to make Burntwood a wonderful place to live and to provide a space for those groups to grow and develop. He stated that we are going through the 'snagging' period, identifying, and reporting any defects to the builder for rectification. Councillor D Ennis invited all Members to go and have a look at the refurbished Community Centre as staff are usually on site most days.

Councillor D Ennis informed Members that there were various events going on in Burntwood to celebrate VE day e.g. The Crown Inn in Chasetown were holding a coffee morning on Thursday 08 May between 11am and 4pm and will be raising funds for Combat Stress; Friends of Burntwood Library are organising a coffee morning tea party on Thursday 08 May between 10am and 12 noon. He stated that there is also

the Town Council's VE themed market on Sunday 11 May which ties in with the Stephen Sutton Ride Out.

Councillor Evans referred to the Dementia Walk which is taking place on Sunday 18 May meeting at Chasewater Innovation Centre at 10am, two routes are available and participants will be raising awareness of dementia, and funds for Alzheimer's Society.

The Community Development and Engagement Officer recently attended a Community Safety Research workshop at Lichfield District Council. The aim of the workshop was to provide feedback which will be used to inform a new Community Safety Partnership (CSP) strategy.

The Community Development and Engagement Officer met with a representative of Burntwood and District U3A who are celebrating their 10<sup>th</sup> birthday this year and would like to provide a gift for the town. They have selected to support the campaign to install defibrillators across the town and so will be fundraising to supply one to be placed in the disused telephone box on Oakdene Road in the summer.

Councillor Evans, Councillor Coe MBE and the Community Development and Engagement Officer recently attended the new Carer's drop in group at the library which is being hosted once a month by MHA Communities. This group has been established in response to Councillor Coe MBE's carer's celebration event in January and has been supported by a Better Burntwood grant from the Town Council. It was well attended and the feedback shared by MHA Communities has been very positive.

Councillor Coe MBE, Councillor Evans and the Community Development and Engagement Officer also attended Lichfield District Council's first White Ribbon steering group. Information was shared about LDC's action plan, and this information will assist in Burntwood Town Council's own action plan and next steps as a White Ribbon supporter organisation.

The Community Development and Engagement Officer provided feedback on items raised at the last Community and Partnerships Committee meeting, and she has met with representatives from Phoenix Counselling to seek further clarity on their Better Burntwood application and the information shared satisfied the conditions for the grant. The Community Development and Engagement Officer also provided an update that an agreement had been drawn up, agreed, and signed with the Burntwood Lions providing clarity on the White Goods Scheme.

**6.20pm**

**Having declared an interest in Agenda Item 6i. – Fulfen Primary School, Councillor Evans vacated the chair and took no part in the discussion thereon. Councillor P Taylor took the chair**

## **69. BETTER BURNTWOOD FUND**

### **69a. Fulfen Primary School**

Councillor P Taylor informed Members that according to the Guidance Notes and Conditions of Funding (11. Education, health, or social services establishments for whom the Central Government, Health Authority, District or County Council are the appropriate funder will not be grant aided) means that as Fulfen Primary School is a County Council funded school (and not an academy) is it not eligible for funding through the Better Burntwood Fund.

Councillor D Ennis suggested that the school be directed to the County Councillors as the County Councillors have funding available to support a huge range of community activities.

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 £456 plus VAT be refused as the school is not eligible for funding under the Guidance Notes and Conditions of Funding. However, the Community Development and Engagement Officer explores other options available to the school e.g. County Councillors Community Fund.

**6.25pm**  
**Councillor Evans in the chair**

**69b. Burntwood Litter Heroes**

Members felt that the impact of this group was already visible to all, the town is becoming clean and presentable. Members were informed that they have a constitution in place and application for a bank account.

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 Burntwood Litter Heroes towards insurance (£250) and equipment (£250).

**70. INFORMAL UPDATE ON THE WAKES FESTIVAL 2025**

Councillor Evans updated Members on the current situation. At the request of a Member, a summary of the Wakes Festival Organising Group meeting held on 08 April 2025 had also been provided. Councillor P Taylor confirmed that Des Coleman (an English actor, singer (tours the UK as Sammy Davis Jnr in The Rat Pack), and weather presenter (for ITV News Central) would be performing and the compere for the event. He explained that the only issue was the location of Hello Velo. The Deputy Clerk confirmed that the Town Clerk had emailed the officer at Lichfield District Council on 06 May 2025 explaining that following concerns raised the best location would be on the car park in the same spot as last year.

**71. INFORMAL UPDATE ON THE PLAY IN THE PARKS 2025**

Councillor Evans updated Members on the current situation. Councillor S Taylor suggested that perhaps the Young Farmers Union could also attend the events.

Councillor D Ennis mentioned that some of the events included partnership working and others did not. The Deputy Clerk explained that some events included partnership working e.g. St John's Community Church & St Anne's Church who had already confirmed what they will be offering in addition to the Town Council others had not e.g. Platinum Boxing and St Matthews Cricket Ground have agreed to open up their buildings for toilet purposes but are yet to provide further details of what they can offer, if anything. Councillor Evans stated that she, together with Councillor P Taylor and the Community Development and Engagement Officer are due to meet shortly with Platinum Boxing and will ask the question. Councillor D Ennis stated that he, together with Councillor P Taylor will have a conversation with St Matthews Cricket Ground to see what they could offer. Councillor D Ennis felt that community partnerships were key to the success of these events.

## **72. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2025**

Councillor Evans updated Members on the current situation. Councillor Evans stated that as Chair of Governors at Chase Terrace Primary School she would again try and engage the school and hopefully this year they can attend. Councillor D Ennis suggested that we should try and engage/encourage all primary schools to be involved in the event. The Deputy Clerk confirmed that she had spoken to the Boney Hay Squirrels regarding their attendance at the Boney Hay Event and was awaiting a response.

Members were referred to Minute No. 49 – Burntwood Market (22 January 2025 refers) where it was resolved that the Town Clerk be instructed to start the procurement process for the Burntwood Market. It was **AGREED** that the tenders received would be considered at the next meeting of this Committee scheduled for 02 July 2025.

It was **AGREED** that the Deputy Clerk would contact the current market supplier with options (the supplier to provide 10 or 20 stalls only and we find traders OR the supplier provides the stalls and traders).

**RESOLVED** That comments made be followed up and reported back to the Committee.

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

The Community Development and Engagement Officer updated Members and explained that the Lions had provided goods for 16 residents between April 2024 to March 2025 using the Town Council's funding, and additional residents using their own funding or funding donated from other sources.

The Community Development and Engagement Officer informed Members that in order to reach more families and continue to provide the scheme throughout the year, the Lions have worked to seek additional funding for this service which they have been successful in gaining, and they will receive an additional £5,000 from an external funder for the 2025/26 financial year.

## **74. COMMISSIONING PROGRAMME UPDATE – BURNTWOOD BE A FRIEND AND ST ANNE'S CHURCH CHASE TOWN**

The Community Development and Engagement Officer reminded Members that in February 2023 Members had agreed to change the Town Council's existing larger grants of one-off payments of up to £5,000 to a commissioning model, providing £15,000 over three years for projects delivering outcomes related to specific priorities. Following a public consultation, two priority areas were selected, adult mental health and wellbeing and youth services (11-18 years). She explained to Members that Platinum Boxing and Burton & District Mind are on different 'schedules', and the updates relating to them went to this Committee in November 2024 and March 2025.

The Community Development and Engagement Officer stated that the case study supplied is available only on request due to confidentiality.

Councillor P Taylor stated that as this is a three year project/cycle has consideration been given to how do we do the commissioning programme again. The Community Development and Engagement Officer thought that she would start the process half way through the three year programme.

(The Meeting closed at 6.46 pm)

Signed .....

Date .....