



The Old Mining College
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Our Ref: SL/JM

02 July 2025

To: All Members of the Policy and Resources Committee

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

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet on **Wednesday 09 July 2025 at 6:00 pm** in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely

Steve Lightfoot
Town Clerk

PUBLIC FORUM

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

3. MINUTES

To approve as a correct record the Minutes of a meeting of the Policy and Resources Committee held on 14 May 2025 (Minute Nos. 58-66) **(ENCLOSURE NO. 1)**.

4. SCHEDULE OF PAYMENTS

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

5. WORKS PROGRAMME

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

6. BURNTWOOD MARKET

Members are asked to examine options for the commissioning of Burntwood Market for 2026/27 **(ENCLOSURE NO. 4 AND 4A)**.

7. INTERNAL AUDIT REPORT 2024/2025

The Committee is recommended to note the comments made by the Internal Auditor in her detailed report and the action being taken or planned by officers in response **(ENCLOSURE NO. 5 AND 5A)**.

8. ASSET MANAGEMENT

Members are asked to note the content of the report and approve the proposed approach **(ENCLOSURE NO. 6)**.

PUBLIC FORUM

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

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 14 MAY 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Galvin (in the Chair)

Councillors Bacon, D Ennis, Evans, Swain, Norman, P Taylor, Tranter, and Woodward

In attendance

S Lightfoot, Town Clerk

Two members of the public

PUBLIC FORUM

No questions were raised by members of the public.

58. APOLOGIES FOR ABSENCE

Councillor Banevicius (Work Commitments)

Councillor Wittstock (Prior Commitments)

Councillor Hancox (Unwell)

Councillor Woodward noted that meetings are arranged well in advance and members should be aware of dates.

The reasons for the apologies were approved.

59. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

60. MINUTES

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

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

RESOLVED That the Minutes of the Policy and Resources Committee held on 17 March 2025 (Minute Nos. 45-57) be approved as a correct record.

61. SCHEDULE OF PAYMENTS

Councillor Woodward highlighted the spend at Screwfix and G E Collis and Sons Limited for materials, tools, and equipment, and queried the cost and the necessity. The Town Clerk offered to provide a report with details of spending and the reasons for it.

Councillor D Ennis raised the matter of the payment of £20,000 to Lichfield District Council towards the installation of the new Skatepark at Burntwood Leisure Centre. Councillor D Ennis asked the Town Clerk if any communication had been received, or any feedback given, other than the cancelled launch event. The Town Clerk confirmed that he had received no such communication and will follow up.

Councillor D Ennis gave an update to members regarding the progress of works at the Chase Terrace Community Centre. Work has largely been completed, and the team have been negotiating with our contractors about snagging issues and upgrades. Councillor D Ennis also asked members to note that next meeting a significant spend will be listed, as the Chase Terrace Community Centre refurbishment is reaching its conclusions.

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

RESOLVED That the schedule of payments from 16 March 2025 to 15 May 2025 in the sum of £118,276.49 and the Petty Cash Spend dated 30 April 2025 be approved and noted.

62. WORKS PROGRAMME

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

The Town Clerk had distributed a brief written report regarding the installation of the new planters, due to start arriving shortly, and installed and planted as soon as possible. The first planter will replace the old rotten wooden planter at the Library at Sankeys Coner.

After some discussion it was agreed that the second planter would go to Morley Road, and the third planter would be placed in a suitable location at Swan Island. If this was not possible then it should be placed on land owned by Lichfield District Council on Cannock Road/Ironstone Lane junction.

Councillor Norman quoted that he hoped further planters could be purchased and maintained over time.

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

63. BLEED KITS

The Town Clerk introduced a report concerning the offer by Lichfield District Council to purchase a 7 bleed kits for the town to be stored in the Town Council's Defibrillator units. Bleed kits contain a specific set of equipment that can be used in an emergency reduce blood loss caused by trauma to preserve life.

While it is hoped that they are never used, members were asked to accept the cost of replacement, currently £37 +VAT.

The report recommended the support of the ongoing costs associated with maintaining the bleed kits.

Following a show of hands it was

RESOLVED That the Town Council accept the offer of bleed kits from Lichfield District Council, and purchase further kits for the other defibrillator units, and an additional one for the BuRRT vehicle. Further it was resolved that the Town Council undertake to purchase enough Bleed Kits for the rest of the maintained defibrillators and the associated maintenance and replacement costs.

64. IMPLEMENTATION OF A SPEED INDICATOR SYSTEM (SIS)

The Town Clerk introduced a report detailing the costs, merits, and drawbacks of installing at least one Speed Indicator Device. These devices register a passing motorist speed and displays it. Various systems are available.

After a discussion regarding the cost and effectiveness of such systems

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

RESOLVED That the Committee declined to proceed with, or allocate funding for, the proposed device.

65. BURNWOOD TOWN COUNCIL DBS POLICY

The Committee was asked to consider a draft DBS policy.

Councillor Woodward recommended that the policy was cross referenced with the recently adopted Safeguarding Policy and conduct a risk assessment on Councillors having a DBS check.

While the Town Clerk cannot insist that Councillors have a DBS check, it can be made available should individual members want one to provide public reassurance.

Councillor P Taylor noted that the DBS system replaced the old VBS (Vetting and Barring Service) that was too widely used. The DBS offers different levels of check with the Standard and enhanced checks only being available for certain categories of people.

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

RESOLVED that the DBS Policy be adopted subject to any necessary amendments to ensure it is compatible with the Safeguarding Policy.

66. CLOSED CIRCUIT TELEVISION (CCTV) POLICY – CHASE TERRACE COMMUNITY CENTRE

Members were asked to consider the draft Closed Circuit Television Policy for Chase Terrace Community Centre.

As part of the refurbishment a high-quality comprehensive CCTV system has been installed, and to comply with GRPR it is necessary to have a policy that protects the public and users safeguarding their privacy.

Councillor Woodward asked who can access the system, and the Town Clerk stated that at this time, only he could, but it was desirable that another member of staff had a log in credentials. Both the Town Clerk and the other member of staff would need

suitable training. The Town Clerk said that while the system is up and running, it is not commissioned yet until these matters have been arranged.

Councillor Woodward asked if Councillors could view footage. The Town Clerk explained that generally no, but could request to access their own images, or if an incident had occurred to request the Police request access.

Councillor Norman asked if the footage is deleted automatically after 30 days, and the Town Clerk said that is the case. Councillor Norman said the cameras should only record images on the Town Council's property, the Town Clerk agreed and noted that two cameras need adjustments to ensure this.

Members agreed that the Deputy Clerk be issued with log in credential and undertake appropriate training.

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

RESOLVED That the CCTV policy be adopted.

(The Meeting closed at 7.25 pm)

Signed

Dated

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
1	01	05	25		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
2	02	05	25		Amazon	Centre - Wall Mounted Post Box	CARD	503/4010	19.31	3.87	23.18
3	06	05	25		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
4	12	05	25		EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	55.94	11.19	67.13
5	15	05	25			Employee Costs Month 2	BACS	107/4019 & 104/4019	12,573.72	0.00	12,573.72
6	15	05	25			LGPS Month 2	BACS	107/4019 & 104/4019	4,643.27	0.00	4,643.27
7	15	05	25			NI/PAYE Month 2	BACS	107/4019 & 104/4019	4,472.47	0.00	4,472.47
8	15	05	25		Viking	Centre - Noticeboards, First Aid Kit, Signage, Dispenser	BACS	503/4010	133.94	26.79	160.73
9	15	05	25		Yee Group Limited	OMCC Work carried out to Fire & Intruder Systems	BACS	104/4056	917.37	183.47	1,100.84
10	15	05	25		Black Rose Solutions Limited	Internal Audit 2024/2025	BACS	107/4234	518.00	103.60	621.60
11	15	05	25		Sage	Payroll 01.05.25 to 31.05.25	DD	107/4139	8.00	1.60	9.60
12	15	05	25		D & P Rogers Catering	Chair's Charity Quiz - Buffet	BACS	301/4368	330.00	0.00	330.00
13	15	05	25		Zurich Municipal	Town Council Insurance	BACS	107/4221	5,208.48	0.00	5,208.48
14	15	05	25		P C Paramedics	IT Support (period 01.05.25 to 31.05.25)	BACS	107/4139	198.00	39.60	237.60
15	15	05	25		P C Paramedics	IT Support (period 17.04.25 to 17.05.25)	BACS	107/4139	434.67	86.93	521.60
16	15	05	25		Staffordshire Pest Control Ltd	OMCC - Pest Control 24.04.25 to 23.07.25	BACS	104/4056	60.00	12.00	72.00
17	15	05	25		DTH Churchyard & Cemetery Services	Burntwood Cemetery - Grave Digger	BACS	401/4810	700.00	0.00	700.00
18	15	05	25		Source for Business	Community Centre Water 01.10.24 to 31.03.25	BACS	502/4023	114.14	0.00	114.14
19	15	05	25		British Gas	Community Centre Electricity 12.03.25 to 12.04.25	BACS	502/4055	73.70	3.68	77.38
20	15	05	25		HSS ProService Limited	OMCC Bulk Bag 20mm Golden Corn Flint & Topsoil	BACS	104/4056	130.34	26.07	156.41
21	15	05	25		HSS ProService Limited	OMCC Collection	BACS	104/4056	22.00	4.40	26.40
22	15	05	25		Fire Services Central Limited	OMCC Fire Extinguishers Standard Service	BACS	104/4056	220.07	44.01	264.08
23	20	05	25		Amazon	Centre - Cutlery Sets	CARD	503/4010	59.45	11.87	71.32
24	20	05	25		Amazon	Centre - Sauce Pans	CARD	503/4010	41.98	8.39	50.37
25	20	05	25		Amazon	Centre - Cutting Boards	CARD	503/4010	15.31	3.06	18.37
26	20	05	25		Amazon	Centre - Kitchen Utensils Set	CARD	503/4010	10.73	2.15	12.88
27	20	05	25		Amazon	Centre - 18-Piece Dinnerware Set	CARD	503/4010	27.38	5.47	32.85
28	20	05	25		Amazon	Centre - 18-Piece Dinnerware Set	CARD	503/4010	27.38	5.48	32.86
29	20	05	25		Amazon	Centre - 18-Piece Dinnerware Set	CARD	503/4010	27.38	5.48	32.86
30	20	05	25		Amazon	Centre - 18-Piece Dinnerware Set	CARD	503/4010	27.38	5.48	32.86

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
31	20	05	25		Amazon	Centre - 18-Piece Dinnerware Set	CARD	503/4010	27.38	5.47	32.85
32	25	05	25		MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period Apr-25	DD	107/4211	81.64	16.33	97.97
33	30	05	25		Screwfix	BuRRT Repairs	BACS	212/4766	9.48	1.90	11.38
34	30	05	25		Screwfix	Cable Cutters, Rubble Sacks, Folding Knife, Knee Pads	BACS	104/4056	29.39	5.87	35.26
35	30	05	25		Screwfix	25mmx50m Blue Pipe	BACS	104/4056	42.49	8.50	50.99
36	30	05	25		E H Smith Builders Merchants	OMCC Garden - Topsoil	BACS	104/4056	114.90	22.98	137.88
37	30	05	25		LWM Traded Services Limited	Community Centre - Renovation and Refurbishment	BACS	503/4010	2,657.50	531.50	3,189.00
38	30	05	25		LWM Traded Services Limited	Community Centre - Fire Shutter Works	BACS	503/4010	1,370.80	274.16	1,644.96
39	30	05	25		Yee Group Limited	OMCC Work carried out to Intruder Alarm System	BACS	104/4056	71.67	14.33	86.00
40	30	05	25		S Lightfoot	Items for VE Themed Market 11.05.2025	BACS	213/4399	3.74	0.75	4.49
41	30	05	25		P C Paramedics	Community Centre - Laptop and Printer	BACS	503/4010	1,045.45	209.09	1,254.54
42	30	05	25		The Stambridge Group Limited	Cemetery Open & Close - April 2025	BACS	401/4863	272.00	54.40	326.40
43	30	05	25		G E Collis and Sons Limited	White Marble Boards, Manure, Compost, Ladder Hooks	BACS	104/4056	258.75	51.79	310.54
44	30	05	25		Clean All (Windows) Limited	OMCC Window Cleaning	BACS	104/4059	145.25	29.05	174.30
45	30	05	25		Diamond Fire & Security	Community Centre - Fire Risk Assessment Review	BACS	502/4065	350.00	70.00	420.00
46	30	05	25		Diamond Fire & Security	Community Centre - Fire Extinguishers	BACS	503/4010	609.11	121.82	730.93
47	30	05	25		Sign Technology Limited	Supply & Deliver 3 finger post signs	BACS	100/4998	550.00	110.00	660.00
48	30	05	25		Staffordshire Signs and Graphics	Centre - Signage	BACS	503/4010	760.65	152.13	912.78
49	30	05	25		Viking	Centre - Mugs, Oven Gloves, Jugs, Tumblers	BACS	503/4010	229.20	45.83	275.03
50	30	05	25		Viking	Centre - Waste Bin, Hoover, Broom, Mop & Bucket	BACS	503/4010	290.94	58.19	349.13
51	30	05	25		Screwfix	Centre - Washing Machine Inlet Hose	BACS	502/4065	5.81	1.16	6.97
52	30	05	25		Focus Group	Line Rental Charges	DD	107/4057	180.04	36.01	216.05
53	30	05	25		G E Collis and Sons Limited	Key Cutting	BACS	502/4065	6.58	1.32	7.90
54	30	05	25		G E Collis and Sons Limited	Sand and Hinges	BACS	104/4056	24.85	5.00	29.85
55	30	05	25		G E Collis and Sons Limited	Felt, Compost, Box 13mm Clouts	BACS	104/4056	39.43	7.89	47.32
56	30	05	25		G E Collis and Sons Limited	Screws, Jubilee Clip, Conduit	BACS	104/4056	15.41	3.09	18.50
57	30	05	25		G E Collis and Sons Limited	Compost, Seed Compost, Manure	BACS	104/4056	34.77	6.93	41.70
58	30	05	25		G E Collis and Sons Limited	32mm Black Pipes, Bolts & Nuts, Lawn Feed, Ground Hooks	BACS	104/4056	37.21	7.39	44.60
59	30	05	25		DTH Churchyard & Cemetery Services	Burntwood Cemetery - Grave Digger	BACS	401/4810	1,000.00	0.00	1,000.00
60	30	05	25		ICCM	ICCM Corp Subs 2025/26	BACS	401/4810	105.00	0.00	105.00
61	01	06	25		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
62	06	06	25		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
63	12	06	25		EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	55.94	11.19	67.13
64	13	06	25			Employee Costs Month 3	BACS	107/4019 & 104/4019	12,516.68	0.00	12,516.68

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
65	13	06	25		LGPS Month 3	BACS	107/4019 & 104/4019	4,653.01	0.00	4,653.01
66	13	06	25		NI/PAYE Month 3	BACS	107/4019 & 104/4019	4,467.35	0.00	4,467.35
67	13	06	25	Nature's Burrow Limited	Wakes 25 - Petting Zoo	BACS	213/4390	515.00	0.00	515.00
68	13	06	25	Storm in a Teacup	Wakes 25 - Bubbleologist - Balance	BACS	213/4390	260.00	52.00	312.00
69	13	06	25	The Creation Station	Wakes 25 - Dinosaur Craft Workshop	BACS	213/4390	300.00	0.00	300.00
70	13	06	25	Bert and Gerts Limited	Market 11.05.2025	BACS	213/4398	420.00	84.00	504.00
71	13	06	25	Zurich Municipal	Insurance 09.06.25 to 08.06.26	BACS	107/4221	118.32	0.00	118.32
72	13	06	25	Sage	Payroll 01.06.25 to 30.06.25	DD	107/4139	8.00	1.60	9.60
73	13	06	25	Greenhills Nursery	Plants and Miracle Grow	BACS	104/4056 & 206/4241	78.70	0.00	78.70
74	13	06	25	Screwfix	Bosch Screwdriver Bit Set and Paint Brush Set	BACS	104/4056	18.31	3.67	21.98
75	13	06	25	Screwfix	Weatherstrip	BACS	104/4056	4.99	1.00	5.99
76	13	06	25	Screwfix	Extra Thick Weatherstrips	BACS	104/4056	5.74	1.15	6.89
77	13	06	25	G Burley & Sons Limited	One 3 tiered flower tower planter	BACS	206/3241	441.00	88.20	529.20
78	13	06	25	Roadtech Cutting Services Limited	Market 11.05.2025 Road Closure	BACS	213/4398	650.00	130.00	780.00
79	13	06	25	Lichfield Community Media CIC	Lichfield & Burntwood Independent Quarter Page 29.05.25	BACS	108/4171	80.00	0.00	80.00
80	13	06	25	inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups May 25	BACS	108/4171	229.00	45.80	274.80
81	13	06	25	L J Plumbing and Gas	Community Centre Boiler Service	BACS	502/4065	100.00	0.00	100.00
82	13	06	25	G E Collis and Sons Limited	Padbolts, Drill Bits	BACS	104/4056	16.36	3.26	19.62
83	13	06	25	G E Collis and Sons Limited	Tarpaulins	BACS	104/4056	4.73	0.94	5.67
84	13	06	25	G E Collis and Sons Limited	Cutting Disc, Diamond Cutter, Wire Wool, Sand	BACS	104/4056	20.49	4.11	24.60
85	13	06	25	G E Collis and Sons Limited	Sand	BACS	104/4056	13.86	2.79	16.65
86	13	06	25	G E Collis and Sons Limited	Cement, 10mm Gravel, Float	BACS	104/4056	23.79	4.77	28.56
87	13	06	25	British Gas	Community Centre Gas 22.04.25 to 22.05.25	BACS	502/4055	27.87	1.39	29.26
88	13	06	25	P C Paramedics	IT Support (period 01.06.25 to 30.06.25)	BACS	107/4139	231.00	46.20	277.20
89	13	06	25	P C Paramedics	IT Support (period 01.06.25 to 30.06.25)	BACS	107/4139	461.51	92.29	553.80
90	13	06	25	Cathedral Leasing Limited	OMCC Supply of Hygiene Services (Quarterly)	BACS	104/4059	84.48	16.90	101.38
91	13	06	25	CPC	Cloakroom Items	BACS	104/4059	47.04	9.41	56.45
92	13	06	25	Viking	OMCC All Purpose Cleaner, Toilet Cleaner, Liquid Polish	BACS	104/4059	72.70	14.54	87.24
93	13	06	25	Source of Business	Community Centre Water 01.10.24 to 22.05.25	BACS	502/4023	47.08	0.00	47.08
94	13	06	25	British Gas	Community Centre Electricity 12.04.25 to 12.05.25	BACS	502/4055	80.69	4.03	84.72
95	13	06	25	Octopus Energy	OMCC Electricity 03.04.25 to 02.06.25)	DD	104/4055	1,172.80	234.56	1,407.36
96	13	06	25	Magic Party	Wakes 25 - Balloon Modellers - Balance	BACS	213/4390	175.00	0.00	175.00
97	18	06	25	Amazon	British Armed Forces Flag	CARD	107/4059	29.12	5.82	34.94
98	19	06	25	Amazon	Expandable Garden Hose	CARD	104/4056	31.90	6.38	38.28

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
99	23	06	25		Amazon	Write on Tamper Evident Number Tags	CARD	107/4211	14.98	3.00	17.98
100	26	06	25		Amazon	Community Centre - Wall Clock	CARD	502/4066	13.32	2.66	15.98
101	26	06	25		Amazon	Community Centre - Scissors and Ribbon for Grand Opening	CARD	502/4066	17.42	3.48	20.90
102	30	06	25		Staffordshire County Council	Room Hire - Burntwood Library 22.05.25	BACS	107/4059	30.00	0.00	30.00
103	30	06	25		Direct Tubes and Fittings Limited	BuRRT - Handrails for footpath (Baker Street to Leisure Centre)	BACS	212/4766	275.30	55.06	330.36
104	30	06	25		G E Collis and Sons Limited	Bamboo Canes, Netting, Hooks, Rubber Ties	BACS	104/4056	50.81	10.15	60.96
105	30	06	25		Viking	Office Stationery - A4 Lever Arch Files, A4 Dividers, Post-Its	BACS	107/4211	79.61	15.92	95.53
106	30	06	25		Screwfix	Cloth Tape Black, Packaging Tape Brown	BACS	104/4056	4.73	0.95	5.68
107	30	06	25		Citizen Aid Limited	Stop the Bleed Kits & Stickers	BACS	214/4764	484.00	96.80	580.80
108	30	06	25		Staffordshire Signs & Graphics	Community Centre Internal Signage	BACS	503/4010	66.00	13.20	79.20
109	30	06	25		Staffordshire Signs & Graphics	Cemetery - Polite Notice Signs	BACS	401/4163	88.00	17.60	105.60
110	30	06	25		MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period May-25	DD	107/4211	88.52	17.70	106.22
111	30	06	25		Focus Group	Line Rental Charges	DD	107/4057	178.90	35.78	214.68
112	30	06	25		PPL PRS	Wakes 25 - Music Licence	BACS	213/4390	292.70	58.54	351.24
113	30	06	25		Lichfield District Council	Community Centre - Refuse Collections	BACS	502/4065	322.47	0.00	322.47
114	30	06	25		The Stambridge Group Limited	Cemetery Open & Close - May 2025	BACS	401/4863	340.00	68.00	408.00
115	30	06	25		Yee Group Limited	OMCC Intruder Alarm - investigate alarm in fault	BACS	104/4056	129.50	25.90	155.40
116	30	06	25		Arthur J Gallagher Insurance	BuRRT Insurance	BACS	212/4767	1,132.92	0.00	1,132.92
117	30	06	25		RB Services Limited	OMCC Portable Appliance Testing	BACS	104/4059	246.82	49.36	296.18
118	30	06	25		Staffordshire Pest Control	Cemetery - Treat Grave Yard for Ants	BACS	401/4863	150.00	30.00	180.00
119	30	06	25		14 Black Limited	Wakes 25 - Des Coleman Compere/Host/MC - Balance	BACS	213/4390	1,020.00	0.00	1,020.00
120	30	06	25		Lichfield Community Media CIC	Lichfield & Burntwood Independent Quarter Page 26.06.25	BACS	108/4171	80.00	0.00	80.00
121	30	06	25		G E Collis and Sons Limited	OMCC Garden - weed killer, weed control	BACS	104/4056	27.29	5.45	32.74
122	30	06	25		inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups June 25	BACS	108/4171	229.00	45.80	274.80
123	30	06	25		iHasco Limited	Staff Training - Safeguarding	BACS	107/4212	290.00	58.00	348.00
124	30	06	25		Screwfix	Check Valve, Pipe Cutter, Impact Duty Bits	BACS	104/4056	32.71	6.55	39.26
125	30	06	25		Screwfix	Light Switches	BACS	104/4056	2.08	0.42	2.50
126	30	06	25		Screwfix	Pipe Inserts, Push-Fit Pipe, Solvent Cement, Tap Connectors	BACS	104/4056	59.69	11.95	71.64
127	30	06	25		Screwfix	Silicone and Sealant Gun	BACS	104/4056	11.15	2.23	13.38
128	30	06	25		G Burley & Sons Limited	Brighter Burntwood - Two 3 tiered flower tower planter	BACS	206/4142	1,090.00	218.00	1,308.00
129	30	06	25		Solid State UK Events	Wakes 25 - Pedestrian Barriers	BACS	213/4390	176.13	35.23	211.36
									74288.46	3868.82	78157.28

PETTY CASH SPEND

<u>DATE</u>	<u>ITEM</u>	<u>SPEND</u>	<u>CASH OUT BANK</u>
10.05.25	Refreshments for VE Day Market	£24.00	
14.05.25	OMCC Garden Pot	£9.99	
14.05.25	Staff Workwear	£24.00	
15.05.25	Cleaning of BTC Gazebo	£13.00	
26.05.25	Refuse Sacks	£2.50	
27.05.25	Toilet Rolls	£2.39	
30.05.25	Staff Travel Expenses (Taxi & Bus Fare - Journey to Cemetery)	£8.90	
29.06.25	Toilet Rolls and Dish Cloths	£4.05	
	Balance	£15.26	

AGENDA ITEM 4 - ENCLOSURE NO. 2B

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
1.	Brighter Burntwood. <i>Planters, wildflowers, hanging baskets, traffic islands</i>	December 24		On-going. Local company has agreed to fund maintenance. Staff have kept a close eye on the site, and cleared some weeds etc Met with LDC officers. Discussed options. Awaiting costs from LDC. Replanting window March / April 2025 <i>Awaiting updates on costs from LDC. Verbal report to this meeting from Town Clerk. Av now growing. Planting underway. New planters on order.</i> New planter installed at Sankey's Corner and planted out. New planting on Oakdene successful. New planters deliver at will be installed ASAP.	Spring 2025 Spring 2025	Steve Lightfoot	Cllr Norman
2.	Restoration of Finger Posts – to examine the possibility of restoring the three historic finger posts in the Parish of Burntwood	01 December 2022	The Town Council adopt the fingerposts [namely corner of Farewell Lane, Junction of Hospital Road and Junction of Coulter Lane] and use in-house	<i>Work started on the repairing/refurbishing as stated.</i> 2 finger posts restored to great effect. 3 is in significant disrepair, Staff are considering viable plan.	April 2024	Steve Lightfoot	Cllr Woodward

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
		17.04.24	resource to refurbish them in place, by cleaning, removing rust and repainting at a cost of approximately £1,000.	<i>Alternative scheme devised by local company to restore received and may be viable and on cost.</i> <i>Repairs underway on Coulter Lane fingerpost working with a new local company in partnership with Burr. Finger Posts delivered incorrect spec, and returned to supplier.</i>			
3.	Chase Terrace Community Centre	Purchased December 2023	Bring former church into use as Community Centre	<i>May 2025. Major works complete. Some snagging and upgrades to be carried out shortly. Furniture delivered, CCTV and internet Wifi installed. Will be operational from early June, Grand Opening Date 8 August.</i>	Opening event January - March 2025	Steve Lightfoot	Cllr D Ennis
4	Bleed kits	May 2025	To purchase and install bleed kits to co-located with the defibs	<i>Members and staff attended bleed kit training. New kits purchased and installed in Burr, at OMC, and in defib cases</i>	Summer 2025	Steve Lightfoot	
5.	Market recommissioning	July 2025	To review market arrangements and recommission for 26/27	<i>Report to July Meeting</i>	Full council sign off November for new SLA to run from April 26	Steve Lightfoot	

July 2025 Completed items.

On-going items / cancelled items

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

Purpose of Report

To examine options for the commissioning of Burntwood Market for 2026/27.

Background

Burntwood Market has operated monthly on the **second Sunday, 9:30–14:00, April–October**. It draws local traders and residents, supporting civic and commercial vibrancy, and provides engagement opportunities with residents.

With the current provider's contract ending, the Council must recommission a market partner—evaluating in-house vs external provision—and consider costs such as gazebo hire / purchase and staffing.

Options

a) External Professional Market Provider

- **Pros:** Sector expertise, established vendor base, contracted quality, insurance, marketing and promotion, event management, health and safety.
- **Cons:** BTC would cover costs, agree branding and promotion, but with less direct control.

b) Council In-House Delivery

- **Pros:** Complete internal control, potentially lower costs if staff/gazebos already available.
- **Cons:** Requires procurement and storage of equipment, staff or volunteer management, event management, insurance, promotion—considerable overhead (see below)
- BTC staff currently arrange road closures, and promotion of the event, creating posters and social media content.

c) Hybrid Model

- Outsource core market operations (booking, equipment, event management, health and safety)
- Council arranges road closure, promotion and entertainment, etc.
- Similar to established arrangements
- Cost XXXX per year

d) Cease market operations from after last market in October.

- Pros – offer savings to the budget to do something else
- Cons – Burntwood Market is increasingly popular and established it could be seen as a loss.

Gazebo & Equipment Cost Estimates

- Purchasing cost for equivalent structures: ~£700–£1,000 per unit—potential for long-term savings but comes with storage and maintenance demands.
 - Tables etc - £100-£150 per unit
 - Metal shipping container for storage (reconditioned) purchase cost £1500 (possibly would need to rent a suitable location)
 - Assuming 20 units total capital cost approximately £25,000
 - Extra staffing / transport would also be required on each market day.
-

5. Provider Selection Process

1. **Develop a Market Brief** covering vision, trader types, expected footfall, budget, quality standards, and KPIs.
 2. **Issue an open Request for Proposals (RFP)** with clear submission deadlines (e.g. November Meeting of P&R).
 3. **Evaluation Criteria:**
 - **Experience & track record** (e.g. similar UK markets)
 - **Financial offer:** pitch fees, revenue share, costs
 - **Marketing strategy**
 - **Operational plan:** staffing, gazebos, H&S, insurance
 - **Added benefits:** community initiatives, connectivity with local businesses and voluntary groups.
 - **Sustainability:** green policies, local sourcing
 - **Contingency planning:** weather, attendance
 4. **Shortlist** 3–5 bidders. Conduct interviews or site visits.
 5. **Final Decision:** Score submissions against weighted criteria.
 6. **Contract Award:** Define term (e.g 2 years), performance monitoring, KPIs, termination clauses.
-

6. Recommended Decision Criteria

- **Experience & capacity to scale**
- **Economic offer:** net revenue and risk sharing
- **Local community integration**
- **Operational excellence** (gazebo supply, H&S, traffic and waste management)
- **Marketing & attendance growth plan**
- **Environmental/sustainable credentials**
- **Risk management** (e.g. cancellation handling, insurance coverage)

7. Budgetary Summary Comparison

Model	Yearly Additional Cost	Notes
External provider	Minimal (managed in contract) estimate up to £5,000 to provider.	Fee could included in revenue share
Council in-house	£25,000 initial capital) + addition staffing + admin	More flexibility, but higher workload
Hybrid	Annual budget approx. £9,000	Similar to existing

Recommendations

1. Members to select from option a -d above.

If option a or c is selected

- 2. Member to approve the Request For Proposals (Enclosure 4A)** for a professional market provider, structured around clear evaluation criteria (appendix xxx) and authorise the Clerk to issue, and prepare a report for this committee for its September meeting

if option b is selected

- 3. Members to authorise the Town Clerk to obtain firm quotes necessary for infrastructure costs, development an operations plan and prepare a report for this committee for its September meeting.**

Note: Final decision will be taken by Full Council at November 2025 for the new arrangement to commence from April 2026.

Contact Officer

Steve Lightfoot
Town Clerk
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01543 677166

Burntwood Town Council: Market Provision Brief

Event: Burntwood Monthly Market

Frequency: Second Sunday of each month, April–October (7 markets per year)

Operating Times: 9:30 AM – 2:00 PM

Location: Sankey's Corner Bridge Cross Road, Burntwood

Vision & Objectives:

- To provide a vibrant, accessible community market that attracts residents and visitors.
- To support local businesses, producers, and community groups.
- To enhance the town centre economy and sense of place.
- To operate sustainably and safely.

Scope of Service:

- Recruit and manage traders (balance of food, crafts, local produce).
- Provide insurance, risk assessments, H&S compliance.
- Deliver marketing and promotion (social media, local press).
- Coordinate event set-up, stall allocation, waste management, and take-down.
- Provide contingency plans for adverse weather.

Council Role (optional hybrid):

- May organise road closures
- Local promotion and advertising

- **.Performance Indicators:**

- Minimum number of traders per market (e.g. 12).
- Evidence of promotional activities.
- Quarterly reporting of footfall estimates, trader feedback, issues, and revenue.

Budget:

- Provider to propose fee structure.
- Council may offer support in-kind.

Contract Term:

- 1 year, with option to extend by 1 year, subject to performance.

Policy and Resources Committee

Wednesday 9 July 2025

Internal Audit Report 2024/25

1.0 Purpose of the report

To highlight points for action identified by the Internal Auditor and explain the action underway or planned by officers.

2.0 Background

Black Rose Solutions (Sandie Morris) was appointed as internal auditor in March 2023 and 2024/25 is the third financial year on which she has reported. Interim and year end audits were carried out in January and May respectively and attached is her detailed report (**Enclosure No. 5A**). The internal auditor supplied an overall satisfactory assessment in her covering letter that '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.' Her report for page 3 (Annual Internal Audit Report) for the Annual Governance and Accountability Return (AGAR) was satisfactory, with the exception that the asset register had not been kept up to date.

3.0 Response to Internal Auditor's comments and recommendations

Dealing with items in order from the report, related to the relevant internal control objective:

Objective C

The Council's financial regulations, updated in light of NALC's model financial regulations, were reviewed at the March Town Council meeting. The Finance Officer needs to update the document to incorporate the comments made at the meeting and publish it on the website.

Objective E

The Finance Officer will need to complete the Quarter 1 VAT return by 6th August and has been given guidance by the Internal Auditor to enable the review of VAT claimed for exempt supplies in 2024/25 (which is not expected to be an issue).

HMRC did not provide a relevant or positive response to the enquiries about the VAT status of Chase Terrace Community Centre (CTCC), despite repeated attempts to obtain its advice. An Option to Tax was therefore submitted and acknowledged by HMRC on 21 May. This was required following the submission of the 2024/25 Quarter 4 VAT return, which reclaimed the input VAT incurred on the refurbishment works at CTCC in that period.

From the start of 2025/26, service charges for the business units at OMC have been treated as Exempt in line with the corresponding rent. Also, OMC room hire charges have been treated as Exempt (whereas they had incorrectly had standard VAT applied since 2020). This follows advice given by both the Internal Auditor and the independent VAT adviser consulted last year.

No action has been taken, or is currently planned, to resolve any historical issues.

Objective G

One casual member of staff is employed as a cover cleaner when the contracted cleaner is on annual leave. She does not currently have an employment contract but only works for 3-4 weeks a year. The absence of a contract is not considered a significant issue or risk.

Objective H

The asset register is currently being updated and is covered by **agenda item 8** for this meeting.

Objective I

The version of the financial regulations reviewed at the March Town Council meeting incorporated the revised procedures for checking and approval of the bank reconciliations. These revised procedures need to be re-implemented with the recently changed Chair of this Committee.

Objective L

The Clerk has prepared a new document for publication on the website, which covers the applicable transparency items (recommended as best practice), that are currently missing from the website.

4.0 Recommendation

The Committee is recommended to note the comments made by the Internal Auditor in her detailed report and the action being taken or planned by officers in response.

Contact Officer

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Finance Officer
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Black Rose Solutions Ltd

Internal Audit Report

Name of Council - **Burntwood Town Council**
 Date of Audit - **2nd May and 29th January 2025**

Annual Return - Internal Control Objectives

A. Appropriate accounting records have been properly kept throughout the financial year.	YES
Is the cashbook maintained and up to date?	yes
Is the cashbook arithmetic correct?	yes
Is the cashbook regularly balanced?	yes
The council uses the RBS Omega financial system - no issues noted.	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES
Are payments supported by invoices?	yes
Is all expenditure approved?	yes
Is VAT appropriately accounted for?	yes
Does the Council hold Power of Competence?	yes
Date adopted	23/05/2024
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	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	**
Does a review of the minutes identify any unusual financial activity?	no
Do minutes record the council carrying out an annual risk assessment?	yes
Is Insurance cover appropriate and adequate?	yes*
Are internal financial controls documented and regularly reviewed?	yes
	Review
	Risk Assessment 23/05/2024
	Financial Regulations 24/03/2025
	Standing Orders 23/05/2024
The council has considered and amended the updated NALC model financial regulations at the March 25 meeting. (An up to date copy was not published or available for review)	note
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

AGENDA ITEM 7 - ENCLOSURE NO. 5A

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		YES
Has the council prepared an annual budget in support of its precept?		yes
Is actual expenditure against the budget regularly reported to the council?		yes
Are there any significant unexplained variances from budget?		no
Does the precept recorded agree to the Council Tax authority's notification?		yes
Are reserves appropriate?		yes
	Earmarked Reserves	416,338
	General Reserves	169,078
	Months of Income	3
	Months of expenditure	3

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.		YES
Is income properly recorded and promptly banked?		yes
Are security controls over cash and near-cash adequate and effective?		yes
Is the council VAT registered?		yes
Are returns submitted in a timely manner?		yes
Is VAT reclaimed on exempt business activities reviewed and considered insignificant?		**
Are receipts for business activities within the registration threshold?		n/a
The council has not yet reviewed the Input VAT reclaimed regarding Exempt supplies for 24/25. it is not expected to be an issue. This needs to be completed before the VAT return covering the period to June 25 is submitted. The council has taken advice and a decision on whether to Opt to Tax the new community centre is imminent. 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

F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		YES
Is all petty cash spent recorded and supported by VAT invoices/receipts?		yes
Is petty cash expenditure reported to each council meeting?		yes
Is petty cash reimbursement carried out regularly?		yes

AGENDA ITEM 7 - ENCLOSURE NO. 5A

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.	YES*
PG.G.1 • Ensure that, for all staff, a formal employment contract 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*
Do salaries paid agree with those approved by the council?	yes
Are other payments to employees reasonable and approved by the council?	yes
Have PAYE/NIC been properly operated by the council as an employer?	yes
Does line 4 include only Salary, NI & Pension	yes
Employment contracts could not be provided for some casual members of staff.	
All staff have the right to have a written statement of employment terms.	REC
A written contract protects both parties, and can help avoid misunderstandings and/or legal disputes.	

H. Asset and investments registers were complete and accurate and properly maintained.	NO
PG.H.1 • Ensure that the Authority is maintaining a formal asset register 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	
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
The AGAR asset value is compiled from the brought forward value, combined with additions and disposals.	
There was previously an asset register which included a lot of low value items and did not correspond to reported values.	
This register has not been updated during the year due to a change of staff.	REC
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.	

AGENDA ITEM 7 - ENCLOSURE NO. 5A

I. Periodic and year-end bank account reconciliations were properly carried out.	YES
PG.I.1 • Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members	**
Is there a bank reconciliation for each account?	yes
Is a bank reconciliation carried out regularly and in a timely fashion and approved by council?	yes*
Are there any unexplained balancing entries in any reconciliation?	no
Is the value of investments held summarised on the reconciliation?	yes
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). 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)	
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.	note
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.)	
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.	YES
Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure) ?	I&E
Are debtors and creditors properly recorded?	yes
Do accounts agree with the cashbook?	yes
Is there an audit trail from underlying financial records to the accounts?	yes
K. If the authority certified itself as exempt from a limited assurance review in 22/23, it met the exemption criteria and correctly certified itself exempt	N/a
The council did not certify itself exempt	

L. The authority publishes information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	YES
All councils - Accounts and Audit Regulations 2015	yes
Accounts remain published for 5 years	
Community Infrastructure Levy Return	yes
Transparency Code for Larger Authorities (income/expenditure >£200k)	
Quarterly:-	
All items of expenditure above £500	yes
Government Procurement Card transactions	n/a
Procurement information (initiations to tender > £5k)	yes
Annually:-	
local authority land and buildings	no
social housing assets	n/a
grants to voluntary, community and social enterprise organisations	yes
organisation chart	no
trade union facility time	n/a
parking account	n/a
parking spaces	n/a
senior salaries (>£50k)	no
constitution (standing orders)	yes
pay multiple	no
social housing fraud	n/a
One off:-	
Waste contracts	n/a
The council is within the large authority thresholds for Transparency requirements so the code details what should be published. ("Should" not "must" - best practice, preferred, but not required.)	note
The council may consider publishing more items in line with best practice.	
M. The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. (Evidenced by website or minutes)	YES
Approval Date (meeting)	23/05/2024
Publication Date (announcement date)	31/05/2024
Date from (commencement date)	03/06/2024
Date to	12/07/2024
N. The authority has complied with the publication requirements for 2022/23 AGAR.	YES
Notice of Period for Exercise of Electors Rights	yes
Section 1 Annual Governance Statement	yes
Section 2 Accounting Statements	yes
Notice of Conclusion of Audit	yes
Section 3 External Audit Report & Certificate	yes
Internal Audit Report	yes
O. Trust funds (including charitable) – The council met its responsibilities as a trustee.	N/a
The council is not a trustee	

Policy and Resources Committee - 9th July 2025

Asset Management

1.0 Purpose of Report

To provide Committee members and auditors with a proposed asset management policy for their consideration, and an update regarding ongoing work to build a full asset register.

2.0 Conclusion

Members are asked to note the content of the report and approve the proposed approach.

3.0 Overview

Asset management is the process of documenting Burntwood Town Council assets such as equipment, furniture and other items of value from acquisition to disposal.

Asset management will include assets used for maintenance, such machinery, tools and spare parts, as well as community assets and those used by the entire organisation, such as computers and infrastructure.

An up-to-date inventory helps Burntwood Town Council compliance with audit practices as well as assessing lifecycle and best value, keeping track of items as they move, are repurposed or disposed of by Burntwood Town Council.

Appropriate and proportionate asset management will help in recovery, replacement, anti-criminal, and insurance activities for items belonging to Burntwood Town Council and is an essential part of managing public money.

4.0 Background

Work has been undertaken in the past to log BTC assets. An extensive and 'across-the-board' asset register will provide us with the information needed and an adaptable process for managing our assets for audit and financial purposes. The updated process has been developed in response to a query raised in the annual audit and to requests by the Committee for clarification regarding assets held by Burntwood Town Council.

5.0 Financial considerations

The creation and management of a full and complete asset register promises numerous financial and management benefits.

- An asset register is required by our auditors and as such will ensure that no issues are raised during audit.
- Committee members and staff will have a complete view of BTC assets at any time.
- Staff will be clear regarding the process for updating the register. The register will have an 'owner' who is responsible for ensuring it is kept up to date and

accurate. Staff will take responsibility for notifying the 'owner' when new items are purchased. There will be an annual review of the register.

- Assets will be given a 'like for like' value which will allow a view of the replacement cost of each asset, assisting with financial management.
- BTC will be clear that insurance cover is appropriate should any assets be damaged or need replacement.
- Unnecessary duplication of assets can be avoided, and existing assets can be used to their best advantage.

6.0 The asset management policy

What follows is a proposed asset management policy which specifies procedures and protocols to provide BTC with effective organisational asset management. This policy applies to all Burntwood Town Council officers and councillors.

Asset Management Policy

Asset Types and Tracking

The following asset types will be included in the Burntwood Town Council Asset Register:

Furniture	Tablet and handheld devices
Office appliances	Servers and Network appliances
Kitchen, bathroom appliances	Printer
Security equipment (safes etc)	Copiers
Grounds and gardening tools	Computers and peripherals
Cemetery assets	Community assets

All assets will have an internal asset number and, where possible, will be mapped to a serial number. The following information will be listed.

Date Purchased	Date Entered	Item	Individual asset number	Location	Price	Replacement value
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The asset register will be stored in the [shared file space](#) and updated each time a new item is bought, leased or disposed of.

Asset values

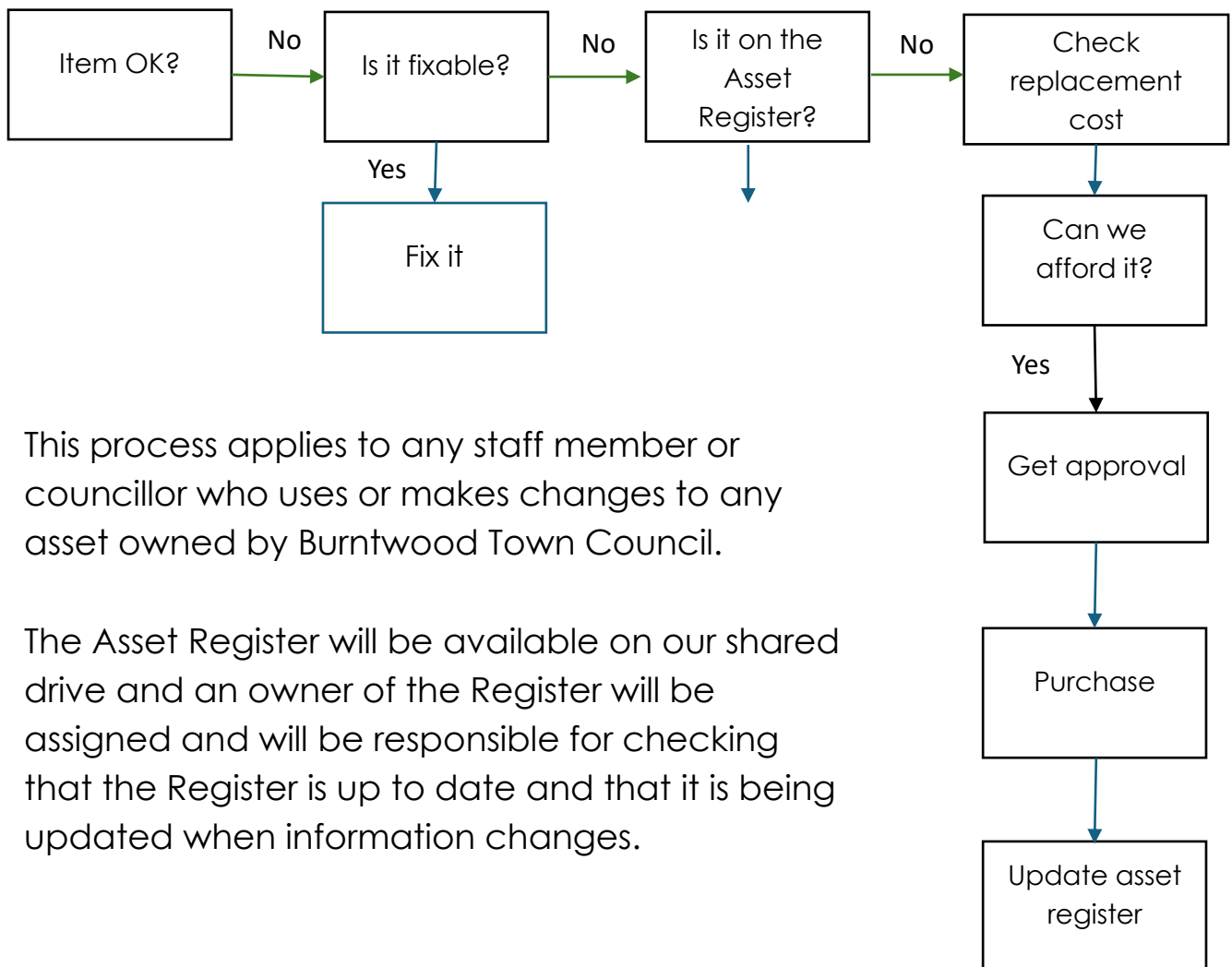
Assets that cost less than £500 will not be listed separately, including computer components such as smaller peripheral devices, video cards, keyboards, or mice, as well as individual tools and other small items). Instead, these items will be shown as a total value, for example 'various tools - £275'.

Responsibilities, review and maintenance

The Asset Register will be 'owned' by a member of staff, reviewed annually, and presented to the P&R committee, highlighting those items that have been acquired or disposed of.

A simple flow chart is appended which shows how the process might work. This will be subject to review and change following feedback.

Asset Management Process



This process applies to any staff member or councillor who uses or makes changes to any asset owned by Burntwood Town Council.

The Asset Register will be available on our shared drive and an owner of the Register will be assigned and will be responsible for checking that the Register is up to date and that it is being updated when information changes.