



The Old Mining College
Queen Street
BURNTWOOD
WS7 4QH

Tel: 01543 677166
Email: steve.lightfoot@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: SL/JM

15 September 2025

To: All Members of the Policy and Resources Committee

Councillors Galvin (Chair), Norman (Vice-Chair), 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 **Monday 22 September 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 09 July 2025 (Minute Nos. 1-8) **(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. DOMESTIC ABUSE POLICY

Members are asked to review, discuss, and approve the introduction of a Domestic Abuse Policy **(ENCLOSURE NO. 4 AND 4A)**.

7. CREATION OF A SERIES OF VIDEOS TO PROMOTE THE WORK OF BURNTWOOD TOWN COUNCIL

Members are asked to note the content of the report, agree a spend limit within the approved communication budget line of up to £4,000 and authorise the Town Clerk and Community Development and Engagement Officer to request expressions of interest from suitably qualified professionals and select one to undertake the work within the scope and budget agreed in consultation with the Leader of Council and Chair of Policy and Resources Committee **(ENCLOSURE NO. 5)**.

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 AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
WEDNESDAY 09 JULY 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Norman (in the Chair)
Councillors Bacon, Evans, Swain, P Taylor, Tranter, and Woodward

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

1. **APOLOGIES FOR ABSENCE** were received from Councillor Banevicius, Councillor D Ennis, Councillor Galvin, Councillor Hancox and Councillor Wittstock.

2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

3. **MINUTES**

Councillor Woodward referred to Minute No. 66 – Closed Circuit Television Policy – Chase Terrace Community Centre and in particular the paragraph referring to who could access the system. She confirmed that her comments were around concerns regarding privacy issues and not wanting to look at the footage personally.

RESOLVED That the Minutes of the Policy and Resources Committee held on 14 May 2025 (Minute Nos. 58-66) be approved as a correct record.

4. **SCHEDULE OF PAYMENTS**

Referring to Minute No. 61 – Schedule of Payments (14 May 2025 refers) where the Town Clerk had offered to provide a report with details of spending and the reasons for it in respect of payments made primarily to G E Collis & Sons and Screwfix. He confirmed that he had spoken to the Response and Repair Team Member & Finance Officer and explained that from the start of the financial year, 18 invoices related to G E Collis & Sons and 9 invoices related to Screwfix in respect of consumables. The Town Clerk confirmed that he was monitoring the situation going forward and had asked the Response and Repair Team Member to text him with an explanation when purchasing from the said retailers.

Councillor Woodward stated that the Town Council needed to be transparent, and this spend still needed to be monitored and kept within the agreed budget. Councillor P Taylor explained that instead of going out to contractors, the Response and Repair Team were undertaking the task inhouse and he felt that some saving

were been achieved. He also confirmed that the Response and Repair Team Members were attending the next Planning and Development Committee meeting scheduled for 14 July 2025, and this will give an opportunity for two-way dialogue.

Councillor Norman referred to payment no. 48 – Staffordshire Signs and Graphics and the Town Clerk confirmed that this related to signage at the Chase Terrace Community Centre.

Councillor P Taylor referred to payments made to Poster My Wall and asked if the Town Council were still using this platform as he thought the Community Development and Engagement Officer was using Canva. The Town Clerk confirmed that we were moving to Canva though using the paid subscription to Poster My Wall currently.

In respect of the petty cash spend, Members referred to the staff travel expenses, and as the Administration Officer cannot drive, this referred to attendance at the cemetery.

RESOLVED That the schedule of payments from 01 May 2025 to 30 June 2025 in the sum of £78,157.28 and the Petty Cash Spend from 10 May 2025 to 29 June 2025 be approved and noted.

5. WORKS PROGRAMME

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

Brighter Burntwood

Councillor Norman queried in the Action Update column the 'local company has agreed to fund maintenance' however he confirmed that this was not the case in respect of the Larks Rise Community Woodland.

Councillor Tranter asked if any additional planters would be installed at the Morley Road Shopping Centre as vehicles were still parking on the footpath. Members confirmed that the two 'tree' planters installed were owned and maintained by Lichfield District Council. Councillor Norman queried the timescale relating to the Town Council three-tier planters (Minute No. 54 – Brighter Burntwood – 17 March 2025 refers). The Town Clerk confirmed that following some manufacturing issues the three-tier planters had arrived. With regard to Morley Road Shopping Centre, Councillor Woodward felt that we needed to be cautious not to annoy members of the public as visibility was key. Councillor P Taylor explained that when he visits the shopping centre, there are spaces on the car park and primarily vehicles are parking on the footpath. Councillor Norman thought that it had been decided that one of the Town Council's three-tier planters would be placed where the toilet(s) were meant to go. Councillor Evans explained that the feedback from residents was positive regarding the two 'tree' planters however parking is limited during school drop off and pick up times.

Members were informed that a three-tier planter is due to be placed in front of the welcome sign near The Star public house. The Town Clerk confirmed that the planter underneath the welcome sign would be removed. He also confirmed that the exact location for the other three-tier planter near the Skoda Island was yet to be determined and he was in contact with Staffordshire County Council (as landowner) regarding permissions.

Councillor Woodward explained that the planter by the welcome sign located at Ironstone Road (outside Bradshaws) is falling apart. The Town Clerk confirmed that the Response and Repair Team were rolling out a programme of works with regard to the welcome sign planters.

The Town Clerk felt that the bedding plants installed in the public open space on Oakdene Road had been a success.

Fingerposts

The Town Clerk explained that Councillor D Ennis had identified a local company who had manufactured the 'fingers', however, the colour was incorrect and the lettering was not centred which had resulted in the items being returned. He confirmed that the 'fingers' had been returned and that the Response and Repair Team had produced an action plan for fitting.

Coulter Lane Wall

Councillor Tranter asked for the up-to-date situation regarding the wall. Referring to Minute No. 20 – Coulter Lane Burial Ground Wall (Full Council – 22 May 2025) the Town Clerk explained that in the winter storms, a tree had fallen and destroyed a 20-metre section of the wall at the closed cemetery at Coulter Lane owned by Burntwood Town Council. He stated that the Town Council's insurance provider were notified of the claim immediately following the storms. The Town Clerk confirmed that quotations had been received via the UK Government's "Contract Finder" website to ensure compliance with the Town Council's Financial Regulations. Following the Town Council's resolution, the Town Clerk confirmed that he had notified the insurance company and was awaiting a decision. He explained that even though he was under the impression all the Town Council's property were covered under the policy, but the company informed him on 04 July that this was not the case.

The Chair asked if items were listed in the policy and have we asked an insurance expert about the issue. The Town Clerk said he was asking other clerks for their experience.

The Town Clerk confirmed that in the immediate aftermath, County Highways and Burntwood Town Council's contractors cleared the road, and pathway. Burntwood Town Council's BuRRT team made safe the wall and removed the bricks into the cemetery grounds.

Referring to the resolution made by the Town Council on 22 May 2025, Councillor Woodward stated that that decision was made on the assumption that the wall was covered by insurance and that the Town Council now may need to review that decision in light of new information.

Councillor Evans recalled that work had been undertaken previously to the wall (other side of the gate) and asked whether this was covered by the insurance. She asked if the ancient bricks could perhaps be utilised.

Councillor P Taylor queried the state of the trees and the Town Clerk confirmed that he had rolled out a programme of works. Councillor Norman asked when the trees had last been inspected and Councillor Woodward asked if this could go onto the works programme. The Town Clerk said that it was last year.

Chase Terrace Community Centre

The Town Clerk stated that he was delighted to report that the refurbishment of the Community Centre, as well as the snagging, had been completed. He confirmed that he together with the Community Development and Engagement Officer were holding drop-in sessions for groups interested in hiring the Community Centre (07 July 12pm to 2pm and 10 July 5pm to 7pm). The Town Clerk confirmed that the Grand Opening would be on the 08 August (155 years since the centre was first built). We will have street food, entertainment and some of the user groups can set up a stall. Councillor Tranter asked if parking was available on site and Councillor Woodward stated that residents were concerned about parking and still are. The Town Clerk

explained that St John's Community Church had agreed that if the church car park was not in use, we could use that. Members acknowledged that there was a need for community space in that part of the town.

Councillor Norman queried the capacity for each room and the Town Clerk confirmed that the total for the whole building was 100 however individual rooms would be identified in the yet to receive completed Fire Risk Assessment.

Bleed Kits

The Town Clerk confirmed that Members and officers had attended the bleed kit training and that the bleed kits had been installed in the defib cabinets around the town.

Completed Items

Councillor Norman referred to the wildflower meadow on Sister Dora Avenue and the Town Clerk explained that even though it had been thought that the area had been tampered with an area on Eastern Avenue in Lichfield looked very similar. Councillor P Taylor asked who was responsible for planting and watering of the area as he knew of an alternative supplier (COGS) who were located within the parish. The Town Clerk confirmed that the area was maintained by Lichfield District Council. Councillor P Taylor thought that the reason for the planted area was to stop the parking of vehicles, and the Town Clerk confirmed that vehicles were no longer parking on the area.

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

6. BURNTWOOD MARKET

The Town Clerk gave a brief explanation regarding the four options which he thought were available to the Town Council i.e. a. External Professional Market Provider, b. Council In-House Delivery, c. Hybrid Model and d. Cease Market Operations after the last market in October.

However, Councillor P Taylor thought that there were a couple of in between options available e.g. under the Council In-House Delivery, the Town Council could manage the road closures, promotion of the event and traders but outsource the gazebos or traders could bring along their own gazebos. He felt that we could invite tenders for all three e.g. with gazebos etc, traders bring their own gazebos and the hybrid model (current arrangement). The current arrangement gives the Town Council the ability to be involved.

Councillor Tranter asked if the provider could bring along a variety of stalls as a greater variety was needed.

Councillor Norman felt that we needed to be cautious if we were to allow traders to bring their own gazebos (different designs, disputes over sizing etc may occur).

The Town Clerk referred to the Market Charter which stated that the market is to take place on the second Sunday of the month. He explained that the 'success' of the market is weather dependent and that officers were continually monitoring the situation (fresh ideas, fresh traders). The Town Clerk referred to the Market Provision Brief which explained our Vision & Objectives, Scope of Service, Council Role, Budget, and Contract Terms. Members felt that the minimum number of traders per market should be increased from 12 to 15. The Town Clerk stated that tenderers could take the lead and explained what they could offer. Councillor Norman felt that this could make it more difficult when comparing the tenders received.

Councillor Norman referred to the cancellation of the 08 June market. The Town Clerk explained that a representative from Bert and Gerts Limited had contacted him on Thursday 05 June warning of strong winds predicted by the BBC and Met Office for Sunday 08 June. He explained that a decision was made first thing on Saturday 07 June following guidance received from Bert and Gerts Limited.

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

RESOLVED That tenders be sought for an External Professional Market Provider and a Hybrid Model.

7. INTERNAL AUDIT REPORT 2024/25

The Town Clerk explained that this was basic housekeeping and that the internal auditor had no material concerns. He confirmed that in respect of Objective H – Asset Register this was covered by Agenda No. 8.

With regard to Objective E – An Option to Tax, Councillor P Taylor gave an update and stated that HMRC had not provided a relevant or positive response to the enquiries about the VAT status at Chase Terrace Community Centre, despite repeated attempts to obtain its advice, therefore, an Option to Tax (permanent and cannot be reversed) had been submitted and acknowledged by HMRC on 21 May 2025.

With regard to Objective G – Casual Staff Employment Contract, Councillor Woodward asked if this had been completed and the Town Clerk confirmed that this had been actioned.

RESOLVED That the Committee notes and supports the comments made by the Internal Auditor contained in her detailed report and note the actions undertaken by the Town Clerk.

8. ASSET MANAGEMENT

The Town Clerk explained that the report provided Members with an Asset Management Policy and asked the minimum amount Members would wish to see.

Referring to the Asset Management Policy, Councillor Woodward suggested an asset value of £200 and queried what was meant by Community Assets. The Town Clerk confirmed that this could be defined better but included such items as street furniture. Councillor P Taylor felt that Land and Property needed to be included on the asset types and Councillor Tranter asked whether Members were getting a defined list and she also suggested an asset value of £250. The Town Clerk confirmed that this was a live document and was available on request. Councillor Swain felt that a depreciation value was also needed.

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

RESOLVED That the Asset Management Policy be amended in line with discussion and that the asset value be £250.

(The Meeting closed at 7.28 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 07 25	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
2	02 07 25	Amazon	Centre - Plug Socket Covers	CARD	502/4065	9.15	1.83	10.98
3	02 07 25	Lloyds Bank	Petty Cash Top-Up	CARD	107/4059	100.00	0.00	100.00
4	02 07 25	Lloyds Bank	Cash Fee	CARD	107/4059	2.50	0.00	2.50
5	06 07 25	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
6	08 07 25	Amazon	Centre - Health & Safety Law Poster A3	CARD	502/4065	18.87	3.77	22.64
7	10 07 25	Amazon	iPad Case	CARD	107/4211	24.15	4.83	28.98
8	12 07 25	EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	55.94	11.19	67.13
9	15 07 25		Employee Costs Month 4	BACS	107/4019 & 104/4019	12,510.64	0.00	12,510.64
10	15 07 25		LGPS Month 4	BACS	107/4019 & 104/4019	4,650.28	0.00	4,650.28
11	15 07 25		NI/PAYE Month 4	BACS	107/4019 & 104/4019	4,462.95	0.00	4,462.95
12	15 07 25	Clean All [Windows] Limited	OMCC Window Cleaning	BACS	104/4059	89.70	17.94	107.64
13	15 07 25	Staffordshire Signs & Graphics	Wakes Festival - Vests	BACS	213/4390	220.00	44.00	264.00
14	15 07 25	Staffordshire Signs & Graphics	Wakes Festival - Four Advertising Banners	BACS	213/4390	256.00	51.20	307.20
15	15 07 25	British Gas	Centre Electricity (period 12.05.25 to 12.06.25)	BACS	502/4055	123.03	6.15	129.18
16	15 07 25	Screwfix	Elbows 15mm	BACS	104/4056	14.82	2.97	17.79
17	15 07 25	Screwfix	Bends, Overflow Waste Reducers	BACS	104/4056	12.62	2.53	15.15
18	15 07 25	Screwfix	BuRRT Tools - Aluminium Work Platform, Aerosol 600ml	BACS	212/4766	48.30	9.66	57.96
19	15 07 25	Screwfix	BuRRT Tools - Drill Bit Set, Filler, Pipe Covers, Wall Plugs	BACS	212/4766	44.11	8.83	52.94
20	15 07 25	CAS Print	Wakes 25 - Programme 1000 A5 booklets	BACS	213/4390	300.00	0.00	300.00
21	15 07 25	J&M Electrical Supplies	Black Cable Ties	BACS	104/4056	3.50	0.70	4.20
22	15 07 25	M J Motors	BuRRT MOT	BACS	212/4767	40.00	0.00	40.00
23	15 07 25	P C Paramedics	IT Support (period 01.07.25 to 31.07.25)	BACS	107/4139	231.00	46.20	277.20
24	15 07 25	P C Paramedics	IT Support (period 01.07.25 to 31.07.25)	BACS	107/4139	464.31	92.85	557.16
25	15 07 25	Middleton Tree Services	Coulter Lane Cemetery - Stump Removal	BACS	209/4241	500.00	100.00	600.00
26	15 07 25	Middleton Tree Services	Cemetery - Remove broken branches & epicormic growth	BACS	401/4864	950.00	190.00	1,140.00
27	15 07 25	Middleton Tree Services	Cemetery - Remove deadwood from all trees	BACS	401/4864	950.00	190.00	1,140.00
28	15 07 25	Middleton Tree Services	Coulter Lane Cemetery - Chestnut removal	BACS	209/4241	820.00	164.00	984.00
29	15 07 25	Middleton Tree Services	Coulter Lane Cemetery Sycamore & Oak - Shortening Limbs	BACS	209/4241	790.00	158.00	948.00
30	15 07 25	Middleton Tree Services	Cemetery - Yew Tree reduction	BACS	401/4864	840.00	168.00	1,008.00

	DATE PAID	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
						£	£	£
31	15 07 25	Middleton Tree Services	Cemetery - Chestnut reduction	BACS	401/4864	960.00	192.00	1,152.00
32	15 07 25	Middleton Tree Services	Cemetery - Tree Works General Maintenance	BACS	401/4864	940.00	188.00	1,128.00
33	15 07 25	Source for Business	Cemetery - Water Charges (18.12.24 - 18.06.25)	BACS	401/4863	58.62	0.00	58.62
34	15 07 25	Source for Business	OMCC - Water and Sewerage Charges (17.12.24 - 18.06.25)	BACS	104/4023	789.09	0.00	789.09
35	15 07 25	British Gas	Centre Gas (period 05.06.24 - 22.06.25)	BACS	502/4055	1,210.57	60.53	1,271.10
36	15 07 25	Sage	Payroll 01.07.25 to 31.07.25	DD	107/4139	8.00	1.60	9.60
37	18 07 25	BNP Paribas Leasing Solutions	Lease of Photocopier	DD	107/4211	100.63	20.13	120.76
38	21 07 25	Amazon	Play in the Parks - Footballs	CARD	213/4761	11.62	2.33	13.95
39	21 07 25	Amazon	Play in the Parks - Bubble	CARD	213/4761	14.16	2.83	16.99
40	21 07 25	Amazon	2 Ply Blue Recycled Wiping Paper	CARD	104/4056	9.99	2.00	11.99
41	31 07 25	LWM Traded Services Limited	Community Centre - Renovation and Refurbishment	BACS	503/4010	11,378.58	2,275.72	13,654.30
42	31 07 25	LWM Traded Services Limited	Community Centre - Renovation and Refurbishment	BACS	502/4065	150.00	30.00	180.00
43	31 07 25	Keelys Solicitors	Employer Support Scheme (12 months commencing 01.08.25)	BACS	107/4180	999.00	199.80	1,198.80
44	31 07 25	Lichfield Community Media CIC	Lichfield & Burntwood Independent Adverts 10.7.25 & 24.7.25	BACS	108/4171	640.00	0.00	640.00
45	31 07 25	Screwfix	Defibs - Cutting Discs	BACS	214/4764	7.49	1.50	8.99
46	31 07 25	Screwfix	Fingerpost - Bosch Flap Discs	BACS	100/4998	4.82	0.97	5.79
47	31 07 25	Screwfix	Market - Cable Ties & Wire/Cable Cutter, Fingerposts - Tape	BACS	213/4398 & 100/4998	33.13	6.63	39.76
48	31 07 25	Screwfix	BuRRT Tools - Dewalt Battery Pack and Dewalt 6.0Ah Battery	BACS	104/4056	174.98	35.00	209.98
49	31 07 25	CPC	Centre - Jumbo Toilet Rolls	BACS	502/4065	47.04	9.41	56.45
50	31 07 25	Viking	Centre - Polish Spray, Toilet Cleaner Spray, Washing Up Liquid	BACS	502/4065	41.00	8.20	49.20
51	31 07 25	Viking	Centre - Hand Dispensers and Toilet Brush & Holders	BACS	502/4065	68.50	13.70	82.20
52	31 07 25	Viking	Centre - Hand Soap for Hand Dispensers	BACS	502/4065	61.89	12.38	74.27
53	31 07 25	WEL Medical Limited	Defib Pads	BACS	214/4764	186.80	37.36	224.16
54	31 07 25	Stanah Lift Services Limited	OMCC Lift (period 28.06.2025 to 27.09.2025)	BACS	104/4056	93.37	18.67	112.04
55	31 07 25	Stanah Lift Services Limited	OMCC Repair to Lift	BACS	104/4056	769.38	153.88	923.26
56	31 07 25	Yee Group Limited	OMCC Work carried out to Intruder Alarm System	BACS	104/4056	171.18	34.24	205.42
57	31 07 25	Greenhills Nursery	Brighter Burntwood - Supply & Plant Up Four Planters	BACS	206/4241	112.00	0.00	112.00
58	31 07 25	Staffordshire Signs and Graphics	Wakes 25 - Sponsor Banner	BACS	213/4390	64.00	12.80	76.80
59	31 07 25	The Stambridge Group Limited	Cemetery Open & Close - June 2025	BACS	401/4863	324.00	64.80	388.80
60	31 07 25	Focus Group	Line Rental Charges	DD	107/4057	180.02	36.00	216.02
61	31 07 25	DTH Churchyard & Cemetery Services	Burntwood Cemetery - Grave Digger	BACS	401/4810	1,600.00	0.00	1,600.00
62	31 07 25	Bert and Gerts Limited	Market - 13.07.2025	BACS	213/4398	420.00	84.00	504.00
63	31 07 25	Roadtech Cutting Services Ltd	Market Road Closure 13.07.2025	BACS	213/4398	650.00	130.00	780.00
64	31 07 25	G E Collis and Sons Limited	OMCC Garden - Wrecking Bar, Sand, Spray Paint	BACS	104/4056	37.65	7.52	45.17

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
65	31	07	25		Cathedral Leasing Limited	Centre - Supply of Hygiene Services Quarterly	BACS	502/4065	78.00	15.60	93.60
66	31	07	25		J&B Medical & Security Services	Wakes 25 - First Aid & Security	BACS	213/4390	1,079.00	215.80	1,294.80
67	31	07	25		Lichfield Falconry & Hawking Centre	Wakes 25 - Static Birds	BACS	213/4390	230.00	0.00	230.00
68	31	07	25		Mobile Climbing	Wakes 25 - Climbing Wall and Cave Balance	BACS	213/4390	1,597.50	319.50	1,917.00
69	31	07	25		The Best Fun	Wakes 25 - Inflatables	BACS	213/4390	1,187.50	237.50	1,425.00
70	31	07	25		Butterflies Face Painting	Wakes 25 - Face Painter	BACS	213/4390	200.00	0.00	200.00
71	31	07	25		Bert and Gerts Limited	Wakes 25 - Market (10 Stalls)	BACS	213/4390	1,150.00	230.00	1,380.00
72	31	07	25		Ben of the Green	Wakes 25 - Impromptu Music/Performer	BACS	213/4390	100.00	0.00	100.00
73	31	07	25		Seventeen43 Limited	Wakes 25 - Event Management, Risk Assessment, Gazebos	BACS	213/4390	2,235.00	0.00	2,235.00
74	31	07	25		Café Fika	Wakes 25 - Packed Lunches & Buffet	BACS	213/4390	1,292.00	0.00	1,292.00
75	31	07	25		Eventex UK	Wakes 25 - Mobile Stage Unit, Audio Equipment, Tech Support	BACS	213/4390	950.00	190.00	1,140.00
76	31	07	25		Eventex UK	Wakes 25 - Sound Engineer	BACS	213/4390	150.00	30.00	180.00
77	31	07	25		Pathway Project	Wakes 25 Stall Refund	BACS	213/4390	20.00	0.00	20.00
78	31	07	25		Bethany Children's Home	Wakes 25 Stall Refund	BACS	213/4390	20.00	0.00	20.00
79	31	07	25		Burntwood Be A Friend	Wakes 25 Stall Refund	BACS	213/4390	20.00	0.00	20.00
80	31	07	25		CASES	Wakes 25 Stall Refund	BACS	213/4390	20.00	0.00	20.00
81	31	07	25		Spark	Wakes 25 Stall Refund	BACS	213/4390	20.00	0.00	20.00
82	31	07	25		MHA Communities	Wakes 25 Stall Refund	BACS	213/4390	20.00	0.00	20.00
83	31	07	25		RSPCA	Wakes 25 Stall Refund	BACS	213/4390	20.00	0.00	20.00
84	31	07	25		Burton and District Mind	Wakes 25 Stall Refund	BACS	213/4390	20.00	0.00	20.00
85	31	07	25		Staffordshire Signs and Graphics	Telephone Box Vinyls	BACS	214/4764	52.50	10.50	63.00
86	31	07	25		Lichfield & Hatherton Canals	Wakes 25 Stall Refund	BACS	213/4390	20.00	0.00	20.00
87	31	07	25		Ivory Flake Limited	Wakes 25 Graffiti Artist	BACS	213/4390	600.00	120.00	720.00
88	31	07	25		Viking	Office Stationery - A4 Paper, Laminated Pouches, Pads	BACS	107/4211	69.84	13.97	83.81
89	31	07	25		Urban Hax CIC	Wakes 25 - Urban Hax Stand & Science Junkyard Session	BACS	213/4390	600.00	0.00	600.00
90	31	07	25		MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period June-25	DD	107/4211	63.33	12.66	75.99
91	01	08	25		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
92	01	08	25		Amazon	Heavy Duty Galvanised Tent Pegs	CARD	213/4398	22.49	4.50	26.99
93	04	08	25		Royal British Legion	Wreaths	CARD	301/4361	83.33	16.67	100.00
94	06	08	25		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
95	12	08	25		EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	13.03	2.61	15.64
96	15	08	25			Employee Costs Month 5	BACS	107/4019 & 104/4019	14,351.16	0.00	14,351.16
97	15	08	25			LGPS Month 5	BACS	107/4019 & 104/4019	5,426.30	0.00	5,426.30
98	15	08	25			NI/PAYE Month 5	BACS	107/4019 & 104/4019	5,545.89	0.00	5,545.89

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
99	15	08	25		Lichfield District Council	Wakes 25 - Collection of Excess Waste	BACS	213/4390	30.00	0.00	30.00
100	15	08	25		Pat Collins Funfairs	Wakes 25 - Funfair Rides	BACS	213/4390	6,699.00	0.00	6,699.00
101	15	08	25		Staffordshire Signs and Graphics	Centre - Plaque	BACS	503/4010	38.90	7.78	46.68
102	15	08	25		inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups July 25	BACS	108/4171	229.00	45.80	274.80
103	15	08	25		G E Collis and Sons Limited	Handsaw, Ply Offcut, Red Plugs, Yellow Plugs, Screws	BACS	104/4056	24.61	4.93	29.54
104	15	08	25		G E Collis and Sons Limited	Trowel, Bucket, Sprayer, Grow Bags	BACS	104/4056	41.71	8.33	50.04
105	15	08	25		Burntwood Road Sweepers Ltd	Wakes 25 - Hire of 5 Portaloos & 1 Accessible	BACS	213/4390	600.00	120.00	720.00
106	15	08	25		Café Fika	Play in the Parks - Packed Lunches	BACS	213/4761	2,164.40	0.00	2,164.40
107	15	08	25		Sage	Payroll 01.08.25 to 31.08.25	DD	107/4139	8.00	1.60	9.60
108	15	08	25		Holly Rolfe	Centre Opening Singer - Balance	BACS	502/4066	100.00	0.00	100.00
109	15	08	25		Viking	Centre - Accident Book	BACS	502/4066	10.94	2.19	13.13
110	15	08	25		British Gas	Centre - Gas (Period 22.06.2025 to 22.07.2025)	BACS	502/4055	33.96	1.70	35.66
111	15	08	25		Locksmith Frith Limited	Play in the Parks - Redwood Park - Locksmith	BACS	213/4761	69.30	13.86	83.16
112	15	08	25		Stannah Lift Services Limited	OMCC Repair to Lift - Labour Charges	BACS	104/4056	302.14	60.43	362.57
113	15	08	25		The Best Fun Limited	Play in the Parks - Inflatables	BACS	213/4761	2,760.00	552.00	3,312.00
114	15	08	25		Staffordshire Pest Control	OMCC Pest Control (Period 23.07.25 to 22.10.25)	BACS	104/4056	60.00	12.00	72.00
115	15	08	25		Seated Furniture	Centre - Chair Trolley & Straps	BACS	502/4065	53.79	10.76	64.55
116	15	08	25		Greenhills Nursery	Brighter Burntwood Plants for Planter by Skoda Garage	BACS	206/4241	176.50	0.00	176.50
117	15	08	25		Festival Glitter & Henna	Wakes & Play in the Parks 25 - Face Glitter	BACS	213/4390 & 213/4761	1,580.00	0.00	1,580.00
118	27	08	25		Octopus Energy	OMCC Gas & Electric (period 01.10.2022 to 31.07.2025)	DD	104/4055	1,846.40	369.28	2,215.68
119	27	08	25		Amazon	First Aid - Wound Cleansing Wipes	CARD	107/4059	5.02	1.00	6.02
120	27	08	25		Amazon	First Aid - Gloves, Face Shields	CARD	107/4059	34.53	6.90	41.43
121	29	08	25		P C Paramedics	IT Support (period 01.08.25 to 31.08.25)	BACS	107/4139	231.00	46.20	277.20
122	29	08	25		P C Paramedics	IT Support (period 01.08.25 to 31.08.25)	BACS	107/4139	481.13	96.21	577.34
123	29	08	25		JWS Design and Landscapes	Cemetery - Re-levelling and Re-turfing	BACS	401/4864	60.00	0.00	60.00
124	29	08	25		G E Collis and Sons Limited	Studdings	BACS	104/4056	50.74	10.15	60.89
125	29	08	25		G E Collis and Sons Limited	Spray Paint, Path Clear	BACS	104/4056	30.24	6.04	36.28
126	29	08	25		G E Collis and Sons Limited	Spray Paint, Frog Tape, Dust Sheet	BACS	104/4056	18.27	3.64	21.91
127	29	08	25		Cathedral Leasing Limited	OMCC - Supply of Hygiene Services Quarterly	BACS	104/4059	84.48	16.90	101.38
128	29	08	25		Cathedral Leasing Limited	Centre - Supply of Hygiene Services Quarterly	BACS	502/4065	78.00	15.60	93.60
129	29	08	25		Josh Thacker	Wakes 25 - Stage Artist	BACS	213/4390	50.00	0.00	50.00
130	29	08	25		Ripple Music Group	Wakes 25 - Stage Artist	BACS	213/4390	75.00	0.00	75.00
131	29	08	25		Viking	Centre - Mop Bucket, Mop Handles, Mop Heads, Wipes	BACS	502/4065	89.45	17.89	107.34
132	29	08	25		Viking	Centre - Dustpan and Brush, Blue Bucket	BACS	502/4065	10.83	2.17	13.00

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
133	29	08	25	Seventeen43 Limited	Play in the Parks - Event Management, Gazebo	BACS	213/4761	2,200.00	0.00	2,200.00
134	29	08	25	Screwfix	EasyFix Self-Drill Metal 32mm 100pk	BACS	104/4056	9.16	1.83	10.99
135	29	08	25	Screwfix	Rawplug Intersect M6 x 37 Pack of 20	BACS	104/4056	8.98	1.80	10.78
136	29	08	25	Screwfix	Angle Grinder, Abrasive Disc, No Nonsense GP Silicone	BACS	104/4056	228.29	45.67	273.96
137	29	08	25	Focus Group	Line Rental Charges	DD	107/4057	180.61	36.12	216.73
138	29	08	25	MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period July-25	DD	107/4211	39.96	7.99	47.95
139	29	08	25	Instant Promotion	Compact 3m x 3m Roller Bag	CARD	213/4398	56.00	11.20	67.20
140	01	09	25	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
141	06	09	25	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
142	12	09	25	EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	32.00	6.40	38.40
143	15	09	25		Employee Costs Month 6	BACS	107/4019 & 104/4019	12,948.19	0.00	12,948.19
144	15	09	25		LGPS Month 6	BACS	107/4019 & 104/4019	4,831.49	0.00	4,831.49
145	15	09	25		NI/PAYE Month 6	BACS	107/4019 & 104/4019	4,710.69	0.00	4,710.69
146	15	09	25	Sage	Payroll 01.09.25 to 30.09.25	DD	107/4139	8.00	1.60	9.60
147	15	09	25	D & P Rogers Catering	Community Centre - Opening - Catering	BACS	502/4066	400.00	0.00	400.00
148	15	09	25	The Stambridge Group Limited	Cemetery Open & Close - July 2025	BACS	401/4863	296.00	59.20	355.20
149	15	09	25	Middleton Tree Services Limited	Cemetery - Tree Works	BACS	401/4864	940.00	188.00	1,128.00
150	15	09	25	Middleton Tree Services Limited	Coulter Lane Cemetery - Tree Works	BACS	209/4241	2,640.00	528.00	3,168.00
151	15	09	25	G E Collis and Sons	Screws, Washers, Drill Bit	BACS	104/4056	9.01	1.84	10.85
152	15	09	25	G E Collis and Sons	Coils Wire	BACS	104/4056	16.49	3.29	19.78
153	15	09	25	G E Collis and Sons	Weed Killer, Gutter Brackets, Key Rings, Decking Screws	BACS	104/4056	63.38	12.66	76.04
154	15	09	25	G E Collis and Sons	Staples, Repair Link, Chain	BACS	104/4056	9.21	1.83	11.04
155	15	09	25	G E Collis and Sons	8mm Drill, Wood Bits, Key Cutting, Screwdriver, Screws	BACS	104/4056	60.02	12.03	72.05
156	15	09	25	Viking	Community Centre - Extendable Duster	BACS	502/4065	22.99	4.60	27.59
157	15	09	25	Viking	Community Centre - Cleaning Products	BACS	502/4065	25.71	5.14	30.85
158	15	09	25	Viking	2026 Calendars, 2026 Diary, A4 Paper	BACS	107/4211	60.57	12.11	72.68
159	15	09	25	Viking	Black Ballpoint Pens, 2nd Class Self Adhesive Stamps (50)	BACS	107/4211	59.44	3.19	62.63
160	15	09	25	Roadtech Cutting Services Ltd	Market Road Closure 10.08.2025	BACS	213/4398	650.00	130.00	780.00
161	15	09	25	inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups Aug	BACS	108/4171	229.00	45.80	274.80
162	15	09	25	Clean All [Windows] Limited	OMCC Window Cleaning	BACS	104/4059	145.25	29.05	174.30
163	15	09	25	Bert and Gerts Limited	Market 10.08.2025	BACS	213/4398	420.00	84.00	504.00
164	15	09	25	DTH Churchyard & Cemetery Services	Burntwood Cemetery - Grave Digger	BACS	401/4810	500.00	0.00	500.00
165	15	09	25	Much Ado About Insurance	Insurance - Xmas Events	BACS	213/4262	664.72	0.00	664.72
166	15	09	25	Screwfix	2 Stroke Oil and Green Plastic Fuel Can	BACS	104/4056	12.89	2.58	15.47

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
167	15	09	25	Screwfix	Flat Brush Set, Rawplugs, Jeyes Fluid	BACS	104/4056 & 214/4764	63.12	12.63	75.75
168	15	09	25	Screwfix	Cemetery - New Lock	BACS	401/4163	20.82	4.17	24.99
169	15	09	25	J&M Electrical Supplies	LED Lights, Xmas White Light Kits	BACS	203/4260	720.00	144.00	864.00
170	15	09	25	Pat Collins Funfairs	Play in the Parks - Fun Fair Rides	BACS	213/4761	900.00	0.00	900.00
171	15	09	25	British Gas	Community Centre - Gas (period 22.07.25 - 22.08.25)	BACS	502/4055	35.88	1.79	37.67
172	15	09	25	Npower	Seasonal Illuminations (period 01.03.24 - 28.02.25)	BACS	203/4260	214.70	10.74	225.44
173	15	09	25	P C Paramedics	IT Support (period 01.09.25 to 30.09.25)	BACS	107/4139	473.67	94.73	568.40
174	15	09	25	P C Paramedics	IT Support (period 01.09.25 to 30.09.25)	BACS	107/4139	231.00	46.20	277.20
175	15	09	25	Lichfield Community Media CIC	Lichfield & Burntwood Independent Advert 04.09.2025	BACS	108/4171	80.00	0.00	80.00
176	15	09	25	Staffordshire Signs and Graphics	Telephone Box Vinyl 765mm x 765mm	BACS	214/4764	15.00	3.00	18.00
177	15	09	25	Octopus Energy	OMCC Gas & Electric (period 01.09.2025 to 28.08.2025)	DD	104/4055	532.25	105.20	637.45
								142033.87	9427.71	151461.58

PETTY CASH SPEND

<u>DATE</u>	<u>ITEM</u>	<u>SPEND</u>	<u>CASH OUT BANK</u>
02.07.25	Petty Cash Top-Up		£100.00
19.07.25	Staff Travel Expenses (Taxi - Journey to Cemetery)	£6.00	
28.07.25	OMCC - Cloakroom Items	£4.04	
05.08.25	Community Centre - Keys (Cut)	£24.00	
12.08.25	Play in the Parks - Football Pump & Needles	£10.00	
09.09.25	OMCC - Cloakroom Items	£6.75	
	Balance	£64.47	

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>	Autumn 2025		On-going . Report with options for further investment and enhancement for Brighter Burntwood for 2026 to be presented at next meeting	Spring 2026 Spring 2025	Steve Lightfoot	Cllr Norman
2.	Market recommissioning	July 2025	To review market arrangements and recommission for 26/27	<i>Expressions of Interest open.</i>	Full council sign off November for new SLA to run from April 26	Steve Lightfoot	
3.	Coulter Lane Wall		To arrange repairs to damaged wall	<i>Contractor appointed. Preliminary work commenced.</i>	October 2025	Steve Lightfoot	
4.	Brighter Burntwood 2026	November 2026	Plan for planting, etc for next year.	<i>Report being prepared for the Committee November 2026</i>	Spring 2026	Steve Lightfoot	Cllr Steve Norman.

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

Finger posts	completed		Checking Defibs	Routine tasks, monthly
Standing orders and other procedures	Completed		CIL Expenditure	Going-on to complete projects
Wildflower Meadow 2024 Wildflower Meadow 2025	Complete. Disappointing result.		Cycle racks	Installed, apart from 2 where the land (owned by LDC) is currently unsuitable for installation.
BTC Comms Strategy / Values	Adopted		Brighter Burntwood	Planning for 2026
Chase Terrace Community Centre	Completed. Open for business.			
Bleed Kits	Installed in Defib boxes and other locations.			

Burntwood Town Council

Policy and Resources Committee

Monday 22nd September 2025

Domestic Abuse Policy

1. Purpose of Report

To request that Committee review and adopt the Domestic Abuse Policy, recognising that its employees may be amongst those impacted by domestic abuse, either as a victim or a perpetrator, and that a clear workplace policy and guidelines are required.

2. Background

Burntwood Town Council is a White Ribbon Supporter Organisation. The White Ribbon programme encourages organisations to develop positive culture change in the workplace and raise awareness within their community.

As part of this membership, BTC committed to seven actions including ensuring policies or protocols are in place in case staff disclose personal experience with gender-based violence.

A Domestic Abuse Policy (enclosure A) has been drafted:

- To ensure that all employees, not just those employees experiencing domestic abuse, are aware of the council's policy and its implications, including its implications for employees who are perpetrating domestic abuse.
- Ensure that all employees who ask for help in addressing domestic abuse issues can access appropriate advice and support from the council and from appropriate national agencies and public bodies.
- To provide guidance to managers on how to recognise possible victims, how to support and assist employees asking for help in addressing domestic abuse, and how to advise and manage employees who are perpetrators of domestic abuse.
- To ensure that all employees experiencing domestic abuse and seeking assistance are confident that their situation will be handled sympathetically and confidentially.
- Reduce absence from work resulting from domestic abuse and have a positive impact on employees' mental and physical health and wellbeing. This includes staff who are supporting family members with domestic abuse.
- To set out a framework for responding to an employee who is identified as being a perpetrator of domestic abuse.

3. Recommendation

It is recommended that Members review, discuss and approve the introduction of a Domestic Abuse Policy.

Contact Officer

Kat Horner
Community Development and Engagement Officer
kat.horner@burntwood-tc.gov.uk
01543 677166

Domestic Abuse Policy

Date Ratified: xxx

Meeting: Policy and Resources Committee

Next review date: xxx (annual review)

Purpose of the policy

Domestic abuse is a complex and horrendous crime which can have a long-term and devastating impact on individuals, families and children.

It is estimated that there are around 2.3 million victims of domestic abuse a year aged 16 to 74, two-thirds of whom are women, and more than one in ten of all offences recorded by the police are domestic abuse related.

Burntwood Town Council (BTC) therefore recognises that its employees may be amongst those impacted by domestic abuse, either as a victim or a perpetrator, and that a clear workplace policy and guidelines are required.

Policy Statement

Domestic abuse occurs across society, regardless of age, gender, race, religious belief, sexuality, disability, wealth and geography. It has extreme consequences for victims across a whole range of outcomes, including physical and mental health, alcohol abuse, homelessness and in extreme cases, murder.

Domestic abuse is likely to impact on the workplace. It can affect the morale, health, wellbeing and self-confidence of an employee, which in turn can impact on their performance at work.

BTC recognises the devastating effect domestic abuse has on those experiencing it, their families and the wider community. This policy demonstrates the commitment of the council to support employees in making positive changes and to provide a safe and positive working environment.

BTC is committed to ensuring that any employee who experiences domestic abuse can raise the issue at work, without fear of stigma or victimisation, and will receive appropriate support and assistance.

Definition

BTC adopts the definition of domestic abuse outlined by the Domestic Abuse Act 2021 which makes it clear that domestic abuse relates to any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

This can encompass but is not limited to the following types of abuse:

- physical
- emotional
- psychological
- sexual
- verbal
- coercive and controlling behaviour
- financial or economic
- Spiritual.

This definition includes honour-based abuse, female genital mutilation and forced marriage, and is clear that victims are not confined to one gender, religion, ethnic group or social class.

What constitutes domestic abuse is commonly misunderstood, and it is important to remember that no single act defines it; there are a wide range of activities and behaviours that amount to domestic abuse which are often dangerous and can be life-threatening.

Whilst we acknowledge that domestic abuse can affect anyone, we are mindful that it disproportionately affects women and children. Evidence also indicates that domestic abuse can worsen during pregnancy and disabled women are at a higher risk of domestic abuse. We also recognise that men can be victims of domestic abuse, and this policy aims to support all staff affected by issues of domestic abuse.

BTC's policy follows the Domestic Abuse Act 2021 Statutory guidance and recognises that an abuser is a person personally connected to the individual and can be a partner, relative, neighbour, or friend and acknowledges that not all domestic abuse is contained within a relationship with a partner.

Policy aims

- To ensure that all employees, not just those employees experiencing domestic abuse, are aware of the council's policy and its implications, including its implications for employees who are perpetrating domestic abuse.
- Ensure that all employees who ask for help in addressing domestic abuse issues can access appropriate advice and support from the council and from appropriate national agencies and public bodies.
- To provide guidance to managers on how to recognise possible victims, how to support and assist employees asking for help in addressing domestic abuse, and how to advise and manage employees who are perpetrators of domestic abuse.
- To ensure that all employees experiencing domestic abuse and seeking assistance are confident that their situation will be handled sympathetically and confidentially.
- Reduce absence from work resulting from domestic abuse and have a positive impact on employees' mental and physical health and wellbeing. This includes staff who are supporting family members with domestic abuse.
- To set out a framework for responding to an employee who is identified as being a perpetrator of domestic abuse.

Zero tolerance

BTC is committed to promoting zero tolerance of domestic abuse in line with our role in promoting community safety.

As an employer, this policy demonstrates that domestic abuse is unacceptable and that it will not condone behaviour resulting in domestic abuse.

Confidentiality and security

BTC recognises that employees experiencing domestic abuse normally have the right to complete confidentiality. However, in some extreme circumstances this confidence may need to be broken for example to protect children or vulnerable adults.

BTC has a duty of care to its employees. It is committed to taking all reasonable steps to minimise the risks to safety of its employees while at work, if they are known to have experienced domestic abuse.

Guidance for managers and employees

Introduction

An individual who is experiencing domestic abuse may choose to seek advice or support from several sources, including their manager or another member of direct line management or a trade union representative. If approached, managers need to be prepared to listen, to be sensitive and non-judgemental in order that the most appropriate help can be offered.

Identification

People experiencing domestic abuse may feel stigmatised and disempowered. They often do not want to admit or share their experience because they may feel some responsibility for the situation, or they may feel shame, or that they should be able to deal with the situation on their own. There can also be fears that they will not be believed, their experiences will be trivialised, they will cause trouble for the perpetrator, or that there might be a negative outcome for their children.

Identifying that an employee is experiencing difficulties at an early stage can help ensure that appropriate support is provided and help the employee to deal with their situation more effectively. This can reduce repeated work absences and can ultimately reduce the extent of the domestic abuse experienced.

Domestic abuse may be identified through monitoring absence and putting together other potential indicators. Some of the indicators could be:

- uncharacteristically depressed, anxious, distracted, lacking in concentration, self-confidence or self-esteem
- changes in the quality of work for no apparent reason
- receiving repeated upsetting telephone calls/faxes/emails
- increased absenteeism or lateness and/or with unusual explanations
- repeatedly requiring time off for appointments
- excessive clothing
- repeated injuries or unexplained bruising
- accident prone
- unusual use of alcohol or other substances
- obsession with time

- avoiding lunch breaks or socialising outside work
- nervous on arrival and when leaving work
- reluctance to leave work at the end of the working day
- isolating themselves at work.

Confidentiality

Talking about domestic abuse can be very difficult. If an employee raises an issue about domestic abuse with a manager or colleague, then this discussion and any subsequent discussions must be treated with confidentiality and respect.

Confidentiality should only be broken in order to protect the safety of an individual, particularly in the case of children or vulnerable adults. Managers and colleagues must make this clear to the employee at an appropriate point in the conversation about domestic abuse.

All meetings with employees should take place in private and any information recorded should be kept in secure storage.

Responding sensitively

Managers need to be approachable and available if an employee raises the matter with them. However, if a manager suspects that an employee is affected by domestic abuse, they can and should encourage them to discuss their concerns.

It is important that managers respond sensitively when they are aware that a member of staff is experiencing domestic abuse. Managers can do this by:

- ensuring privacy for any conversations about the issues – using an office or room where interruptions can be avoided
- respecting confidentiality
- being non-judgemental and patient – a member of staff experiencing domestic abuse may need time to decide what to do and may try different short- and long-term options during the process. They have the right to make informed decisions about their own future and circumstances.
- offering the option of speaking to another manager who may be more appropriate, such as a manager of the same sex or ethnicity as the employee experiencing domestic abuse.
- discussing the different ways that BTC's policies or benefits may support the employee or providing a list of external agencies who may be able to provide additional or different support.

Practical support

If an employee discloses that they are experiencing domestic abuse their manager should advise them of sources of support, including access to counselling, referral to appropriate agencies and involvement of the police. However, no referrals should be made on behalf of the employee without their consent.

Managers are not expected to act as counsellors or advisers.

Support may be available from the Trade Unions for employees who are union members who have personal or domestic issues that are impacting on their working situation. As well as providing access to specialist services the Union may be able to assist an individual in raising with their manager the issues that need to be addressed to help support the employee during this period.

Employees experiencing domestic abuse may be more vulnerable to stress at work and may have attendance and/or performance issues as a result. Therefore, in addition to the immediate assistance and counselling referred to above, managers are encouraged to consider ways in which the sympathetic use of our employment policies and procedures can be used to support employees experiencing domestic abuse as detailed below.

BTC acknowledges that an employee who is a victim of domestic abuse may require additional leave of absence when attempting to seek help or leave an abusive relationship. Leave requests may be made in relation to appointments with support agencies, welfare agencies, legal advisors, housing agencies, to attend relevant court hearings, or perhaps to arrange for suitable childcare.

In such circumstances, employees and managers should, in the first instance, consider using annual leave, however, depending on the circumstances it may be more appropriate to:

- arrange temporary flexible working hours so the employee can seek protection, go to court, look for new housing, or enter counselling etc
- agree to the use of compassionate leave or concessionary time or time off for dependants particularly if the requests are for relatively short periods. Managers have discretion for compassionate leave and time off for dependants to be paid or unpaid. They are encouraged to look sympathetically at paid options where appropriate.

If a victim has to relocate, managers should make reasonable allowance for different travel to work arrangements, e.g. having a longer journey to work or to school before the working day. This could be done by temporarily varying working hours or using flexible working opportunities.

A temporary variation to hours or patterns of work can help to ensure that the employee is less at risk at work, and on their journeys to and from work. Changes to the office layout could be considered to ensure that the employee is not visible from reception points or from ground floor windows.

It may be appropriate to offer changes in specific duties, such as answering phones or working in a reception area or, in exceptional circumstances, seeking another post, if alternative arrangements cannot be easily found.

Where a victim and a perpetrator of domestic abuse both work for the council, the organisation will take steps to stop any abuse relating to issues arising in the workplace using the appropriate policies and procedures.

Managers should discuss and agree with the employee what to tell colleagues, including how they should respond if the perpetrator telephones or calls at the workplace.

Ensuring safety

When a manager is made aware of domestic abuse, they should discuss with the employee whether there is any risk to the employee or to their colleagues whilst at work. The manager should seek advice in carrying out a risk assessment and taking action to minimise the risks in the workplace, such as additional security measures at the entrance to the building or interception of telephone calls.

Physical security can be very important in cases of domestic abuse. Care must be taken to ensure that employees' personal information, for example home addresses or telephone numbers, are not given out to individuals, either work colleagues or individuals from outside the workforce, who are not properly authorised to have it. The Data Protection Act clearly prohibits improper disclosure of such information, and it is particularly important to help to ensure that employees and their families are safe at home, travelling to and from work and when carrying out their duties.

If anyone is unsure of whether it is appropriate to give out information about a colleague, or feel in any way intimidated to do so, they must discuss the situation with their manager before taking any action.

Employees who are perpetrators of domestic abuse

BTC wishes to encourage perpetrators of domestic abuse to seek support and help from an appropriate source. It is acknowledged that there is little support available for perpetrators who have not entered the criminal justice system.

However, all employees should be aware that domestic abuse is a serious matter that can lead to criminal convictions. Employees who identify as, or are found to be, perpetrators of domestic abuse may be subject to BTC's disciplinary procedures if:

- they are involved in domestic abuse related incidents which occur in the workplace or during work time, including threatening telephone calls or misuse of the computer network, an employee's activities outside work have an impact on their ability to perform the role for which they are employed or are likely to bring the council into disrepute.

This is particularly relevant for those who work with the public, with children or vulnerable adults.

Where a perpetrator makes a disclosure of committing domestic abuse, a risk assessment must be completed, taking into account:

The nature of the disclosure:

- job role – the impact of the employee's actions on their duties and responsibilities
- any safeguarding issues that arise
- the employee's work location
- the impact on the victim or his/her dependants
- whether the employee has voluntarily sought help to deal with the issue.

Temporary or permanent redeployment, to either a different job or the same job in a different location, may be considered if for example, their victim works in the same area as a perpetrator or while disciplinary procedures are being undertaken.

An employee who is a perpetrator of domestic abuse may approach their manager about their own behaviour. The manager should offer advice about the services available to perpetrators of domestic abuse.

Advice, support and information

- [National Domestic Abuse Helpline](#) is available 24 hours a day, for free and in confidence support on freephone **0808 2000 247**
- [Pathway Project](#) is a Staffordshire based domestic abuse organisation supporting adults and young people experiencing or affected by domestic abuse. Their confidential helpline is available 24 hours a day on **01543 676800**.
- Hestia's [Bright Sky mobile app \(free to download\)](#) provides support and information to anyone who may be experiencing domestic abuse or is concerned about someone they know. It has a directory of specialist domestic abuse support services and is available in 5 languages: English, Urdu, Punjabi, Polish and Welsh.
- The Galop National Helpline for LGBT+ Victims and Survivors of Abuse and Violence provides confidential support to all members of the LGBT communities, their family, friends, and agencies supporting them on **0800 999 5428**. They can also be contacted by email help@galop.org.uk at any time.
- The Respect [Men's Advice Line helpline](#) provides a range of services aimed primarily at men suffering domestic abuse on freephone **0808 801 0327**.
- [Respect is UK domestic abuse organisation](#) and also works with perpetrators, and young people using violence in their close relationships on freephone **0808 802 4040**.

Monitoring and Review

This policy will be monitored by the Policy and Resources Committee. It will be reviewed annually or in response to incidents or changes in legislation.

Burntwood Town Council

Policy and Resources Committee

Monday 22nd September 2025

Creation of a series of videos to promote the work of Burntwood Town Council

1. Purpose of Report

To request that Committee support the commissioning of a suitably qualified and experienced videographer or production company to produce a series of short-form, high-quality videos, and one longer film, for use across social media platforms and other communication channels.

2. Background

Burntwood Town Council (BTC) have in recent times made efforts to improve communications and strengthen its visibility to inform residents of its work and annual events programme.

BTC plays an active role in supporting residents, community groups, and local services, and in recent years we have delivered a range of successful initiatives including:

- **Burntwood Response and Repair Team (BuRRT):** Tackling local maintenance issues quickly and effectively.
- **Better Burntwood Grants Programme:** Supporting grassroots projects and voluntary organisations.
- **Chase Terrace Community Centre:** BTC's new flagship venue, providing a modern and inclusive space for local activities.
- **Burntwood Markets:** Providing a monthly provision for residents and small business owners at Sankey's Corner.

BTC aims to promote these projects through a professional short-form video series focusing on each initiative, with one longer highlight film of 3-4 minutes, that strengthens our communications reaching a more diverse audience, raises awareness of our events, work and impact, and fosters civic pride.

Short-form video is video content that lasts for less than 90 seconds and is designed to be quickly consumed and engaging. These videos are popular across social media platforms.

Filming will capture interviews, community activities and facilities, and will include professional branding, captions and music (in line with copyright rules).

The video series will:

- Help inform residents of the work of Burntwood Town Council.
- Communicate success stories in an engaging and accessible way.
- Use high-quality visuals and creative editing to reflect Burntwood as modern, vibrant, and community driven.
- Be optimised for social media, with short, shareable clips as well as a longer highlight edit.

3. Proposal

It is proposed that BTC puts this opportunity out to tender, asking prospective videographers to demonstrate the following, and submissions will be assessed against these points:

- Proven experience in producing high-quality short films for local authorities, community organisations, or similar clients.
- Creative vision and ability to tell authentic stories.
- Capability to provide aerial/drone filming (with relevant licensing and insurance).
- Strong post-production skills, including graphics and social media optimisation.
- Capacity to deliver the project within agreed timescales and budget.

Tenders should also include:

- A written response outlining the creative approach and how the project will be delivered.
- Examples/links to similar projects previously delivered.
- Details of their team, equipment, and approach to drone filming (including certification).
- A proposed timetable and milestones.
- A full cost breakdown (excluding VAT).
- Confirmation of insurance cover and any relevant professional accreditations.

4. Budget

Members allocated a communications budget this financial year (2025/26) of £8,500, and after taking account of committed spending for the rest of this year, there is approximately £4,400 remaining.

It is suggested that a budget of up to £4,000 be allocated for the delivery of this project.

5. Recommendation

It is recommended that:

- Members note the content of this report and approve the proposal.
- Members agree a spend limit within the approved Communications budget line of up to £4,000.
- The Town Clerk and Community Development and Engagement Officer will request expressions of interest from suitably qualified professionals and select one to undertake the work within the scope and budget agreed, with the approval of the Leader and Chair of P&R.

Contact Officer

Kat Horner
Community Development and Engagement Officer
kat.horner@burntwood-tc.gov.uk
01543 677166