



The Old Mining College
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Our Ref: SL/JM

30 October 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 **Thursday 06 November 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 22 September 2025 (Minute Nos. 9-15) **(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. BRIGHTER BURNTWOOD 2026

Members are asked to note the content of the report and select an option regarding the issue of the wildflowers at Sister Dora Avenue **(ENCLOSURE NO. 4)**

7. ANNUAL REVIEW OF BURNTWOOD CEMETERY

Members are asked to note the content of the report and approve an option list in section 5 of the report **(ENCLOSURE NO. 5)**

8. DRAFT BUDGET 2026/27

Members are asked to consider the draft budget and make any recommendations to Full Council. The final version will be approved at Full Council on 26 November 2025 **(ENCLOSURE NO. 6A AND 6B)**.

9. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies [Admissions of Meeting] Act 1960 [Section 2] [and as expended by Section 100 of the Local Government Act 1972], the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

10. CLAIM FOR ADDITIONAL HOURS WORKED BY RESPONSIBLE FINANCE OFFICER – APRIL TO JUNE 2025

See Confidential Report **(ENCLOSURE NO. 7 - PINK)**.

11. MARKET TENDERS

See Confidential Report **(ENCLOSURE NO. 8 - PINK)**.

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting 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
MONDAY 22 SEPTEMBER 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Galvin (in the Chair)
Councillors Banevicius, D Ennis, Evans, Hancox and Swain

In attendance

Ms J Minor, Deputy Clerk

PUBLIC FORUM

No members of the public were present.

- 9. APOLOGIES FOR ABSENCE** were received from Councillor Norman, Councillor P Taylor, Councillor Tranter, Councillor Wittstock and Councillor Woodward.

10. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

11. MINUTES

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

It was proposed by Councillor Evans, seconded by Councillor D Ennis, and

RESOLVED That the Minutes of the Policy and Resources Committee held on 09 July 2025 (Minute Nos. 1-8) be approved as a correct record.

12. SCHEDULE OF PAYMENTS

Members referred to the schedule of payments, page by page.

RESOLVED That the schedule of payments from 01 July 2025 to 15 September 2025 in the sum of £151,461.58 and the Petty Cash Spend from 02 July 2025 to 09 September 2025 be approved and noted.

13. WORKS PROGRAMME

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

Referring to the Brighter Burntwood work items 1. and 4. Councillor D Ennis felt that these could mould into one as 1. referred to work completed (e.g. three tier planters, wildflowers etc) and 4. referred to projects going forward within the Brighter

Burntwood theme. In respect of 1. Councillor D Ennis also felt that Members needed to know what the ongoing costs associated with the three tier planters were (level of spend) as Members may wish to consider other areas. He explained that the Town Council was currently looking at asset transfer and that there could be ideal pieces of land to be included in the Brighter Burntwood initiative. Councillor D Ennis stated that personally he would like to see planters of some kind at all entrances to the town.

Councillor Swain asked if the Town Council had looked at twinning (similar to Lichfield City Council's Twinning Programme) and Councillor Evans did recall that this had been investigated so time ago but had proved expensive.

In respect of item 3. – Coulter Lane Wall, Councillor D Ennis asked if the Deputy Clerk could provide an update. The Deputy Clerk confirmed that she had spoken to the contractor concerned who had confirmed that work to the wall would hopefully commence on 03 November, however, she pointed out that the contractor had six weeks' worth of jobs already booked in and the start date was weather dependent. It was hoped that work to secure the site e.g. erection of fencing would be imminent.

In respect of item 2. – Market Recommissioning, the Deputy Clerk confirmed that the closing date for tenders was 15 September and that these would be considered at the next meeting.

With regard to completed items, Councillor D Ennis referred to the Chase Terrace Community Centre and stated that there was still some money left from the bid and explained that this would be used towards repointing and repair works to the external of the building, however, the interior works were complete. Councillor Banevicius felt that the main hall was very echoey. Councillor D Ennis stated that a 'removal' solution was currently being looked at.

Councillor D Ennis felt that the Works Programme was looking sparse. He asked if Review of Council Policies and Procedures could be added to the list as these may need to be reviewed annually which showed due diligence (these had previously been on the list). He also asked if Community Asset Transfer could also be added to the list. With regard to the Community Asset Transfer, Councillor D Ennis explained that preliminary the Town Council had submitted an expression of interest to Lichfield District Council and had produced a draft Business Plan which had been submitted to Lichfield District Council for consideration and guidance etc. Councillor D Ennis explained that this could be one of the biggest projects the Town Council had taken on as this would involve millions of pounds worth of assets, an increase in the precept etc. He explained that the areas being looked at were e.g. parks, certain open spaces, not alleyways and car parks. Councillor D Ennis asked if the budget and precept could be considered first at this Committee in November 2025 followed by Full Council in January 2026.

Referring to the Policies and Procedures which needed to be added to the works programme, Councillor Banevicius explained that she operated a policies spreadsheet and a traffic light system coding. Councillor Evans stated that some of the policies may be on a 2 year cycle or even a 3 year cycle.

The Deputy Clerk referred to the On-going Items and in particular the fact that two cycle racks are still to be installed. The Deputy Clerk suggested that perhaps one of the cycle racks could potentially be installed at the Community Centre. Councillor D Ennis suggested that the remaining cycle rack could be installed at the Old Mining College Centre (by the slope).

Post Note

Cycle Racks - Following clarification, there is one set of two hoops for one location and therefore this will be placed at the Community Centre.

It was **AGREED** that Policy and Procedures, staff and Councillor training matrix, and Community Asset Transfer would be added to the Works Programme and that BuRRT be tasked to look at the Community Centre and the Old Mining College Centre for potential sites for two remaining cycle racks.

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

14. DOMESTIC ABUSE POLICY

Referring to Minute No. 45 - White Ribbon Supporter Organisation (Community and Partnerships Committee meeting dated 22 January 2025) where it was agreed to register as a White Ribbon Supporter Organisation, the Deputy Clerk explained that the policy recognises staff only and the Committee may consider it appropriate to include Councillors.

Councillor Evans explained that she together with Councillor Coe MBE and the Community Development and Engagement Officer had met with the Fundraising and Awareness Manager from Pathway last week and confirmed that White Ribbon Day is on 25 November 2025 and that an event would be held at the Chase Terrace Community Centre.

Councillor Swain thought that the policy did not go wide enough e.g. town wide. Councillor D Ennis stated how would that be policed and how would everyone adopt it. He felt that by adopting the policy showed the Town Council's support.

Councillor D Ennis referred to Policy Aims – Page 3 and asked if a training element could be added so that staff and Councillors could provide the correct guidance and advice etc. Councillor Evans felt that the policy should include all employees and Councillors. Councillor Banevicius referred to reviewing of all mandatory training for staff and Councillors.

It was proposed by Councillor Evans, seconded by Councillor D Ennis, and

RESOLVED That the Town Council approve the introduction of a Domestic Abuse Policy to include all staff and Councillors.

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

The Deputy Clerk explained that the creation of a series of videos could be used as another communication tool along with advertising in the Lichfield & Burntwood Independent and social media platforms to broaden the Town Council's reach. She referred to Minute No. 73 – Budget & Precept (Full Council – 20 January 2025) where the budget had been agreed for communications.

Referring to Minute No. 33 – Communications Strategy and Brand Guidelines (06 November 2024 refers) where, subject to appropriate discussion changes, the document was approved, Councillor D Ennis felt that there was no need for this report to come to Committee as he believed that it sat within the remit of the Strategy and the budget had already been agreed and he felt that this had delayed the process. Councillor D Ennis explained that short quick highly focused 2-minute videos would strengthen the Town Council's communications.

It was proposed by Councillor Evans, seconded by Councillor Swain, and

RESOLVED That

- a. Members noted the content of the report and approved the proposal as this was already within the Communications approved budget which had been agreed at Full Council on 20 January 2025.
- b. Members agreed a spend limit within the approved Communications budget line of up to £4,000.
- c. The Town Clerk and Community Development and Engagement Officer be authorised 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 and Chair of Policy and Resources Committee.

(The Meeting closed at 6.50 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	24 09 25	Amazon	Play in the Parks - Bubble Machine - USB C Charger	CARD	213/4761	10.82	2.16	12.98
2	24 09 25	Fen Street Designs Limited	Community Centre - Hall Booking Online - Period 12 Months	CARD	502/4066	120.00	24.00	144.00
3	25 09 25	Stretton Electrical Limited	Community Centre - Repointing/Repair to External of Building	BACS	503/4010	8,607.00	1,721.40	10,328.40
4	25 09 25	S Darby Building Contractors Ltd	Coulter Lane Burial Ground - Wall Deposit	BACS	209/4241	4,000.00	0.00	4,000.00
5	25 09 25	Calabash Mint	OMCC - Hand Soap for Toilets	CARD	104/4059	68.54	13.71	82.25
6	26 09 25	Amazon	BuRRT - Tool Box	CARD	212/4766	14.65	2.93	17.58
7	29 09 25	MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period Aug-25	DD	107/4211	25.94	5.19	31.13
8	30 09 25	Viking	Community Centre - A5 Literature Displays	BACS	502/4066	39.69	7.94	47.63
9	30 09 25	CPC	Cloakroom Items	BACS	104/4059	47.04	9.41	56.45
10	30 09 25	Barnes Skips & Recycling	Cemetery - Skip Empty	BACS	401/4863	280.00	56.00	336.00
11	30 09 25	Screwfix	Builders Drill Hole Pencils	BACS	104/4056	21.65	4.33	25.98
12	30 09 25	Screwfix	Frog Masking Tape and Sharpies Black	BACS	104/4056	19.63	3.93	23.56
13	30 09 25	Screwfix	Magnusson 11 & 46 Piece Ratchet Sets, Stanley Tylon Tape	BACS	212/4766	59.95	12.01	71.96
14	30 09 25	Screwfix	Dewalt Gel Kneepad	BACS	104/4056	17.49	3.50	20.99
15	30 09 25	Screwfix	LED Folding Clamp Rechargeable Worklight	BACS	104/4056	44.98	9.00	53.98
16	30 09 25	The Stambridge Group Limited	Cemetery - Open & Close August 2025	BACS	401/4863	370.00	74.00	444.00
17	30 09 25	Focus Group	Line Rental Charges - August 2025	DD	107/4057	188.28	37.66	225.94
18	30 09 25	G E Collis and Sons Limited	Rakes and Key Cutting	BACS	104/4056	30.76	6.12	36.88
19	30 09 25	G E Collis and Sons Limited	Patio Cleaner, Garden Furniture Cleaner, Hand Brush	BACS	104/4056	18.58	3.72	22.30
20	30 09 25	G E Collis and Sons Limited	Metal Cutting Discs, Drill Bits, Screws	BACS	214/4764	69.59	13.88	83.47
21	30 09 25	JWS Design and Landscapes	Cemetery - Graves Re-Level and Re-Turf	BACS	401/4864	480.00	0.00	480.00
22	30 09 25	Bert and Gerts Limited	Market 14.09.2025	BACS	213/4398	420.00	84.00	504.00
23	30 09 25	Screwfix	LED Folding Clamp Rechargeable Worklight	BACS	203/4260	44.98	9.00	53.98
24	30 09 25	G E Collis and Sons Limited	Perspex for Defib	BACS	214/4764	221.00	44.20	265.20
25	30 09 25	Staffordshire Signs and Graphics	Defibs - Window Vinyls	BACS	214/4764	21.20	4.24	25.44
26	30 09 25	The Voluntary Car Scheme	Better Burntwood Fund	BACS	302/4416	265.00	0.00	265.00
27	30 09 25	Amazon	Xmas Events - Disposable Paper Ripple Cups	CARD	213/4262	58.10	11.65	69.75
28	01 10 25	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
29	06 10 25	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
30	12 10 25	EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	32.00	6.40	38.40
31	15 10 25		Employee Costs Month 7	BACS	107/4019 & 104/4019	12,990.99	0.00	12,990.99
32	15 10 25		LGPS Month 7	BACS	107/4019 & 104/4019	4,831.49	0.00	4,831.49
33	15 10 25		NI/PAYE Month 7	BACS	107/4019 & 104/4019	4,711.09	0.00	4,711.09
34	15 10 25	Screwfix	1.5 Angled Flat Sash Brush, Flat Brush Set 3 Pack	BACS	104/4056	10.64	2.14	12.78
35	15 10 25	Screwfix	Solvent Weld Waste Pipe 32mm x 3m Black	BACS	203/4260	9.32	1.86	11.18

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
36	15	10	25	Screwfix	Compact 3 Way Lever Connector, Solvent Weld Degree Bend	BACS	203/4260	40.84	8.19	49.03
37	15	10	25	Screwfix	BuRRT Tools	BACS	212/4766	17.71	3.55	21.26
38	15	10	25	Screwfix	Xmas Tree electric boxes - new padlocks	BACS	203/4260	20.82	4.17	24.99
39	15	10	25	Screwfix	20mm Cable Gland Black, Longlife Power AA Cube	BACS	203/4260	13.94	2.80	16.74
40	15	10	25	G E Collis and Sons Limited	Key Cutting	BACS	104/4056	16.52	3.28	19.80
41	15	10	25	Viking	Centre Dishwasher Tablet & OMCC Stationery	BACS	502/4065/107/4211	80.39	16.08	96.47
42	15	10	25	inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups Sept 25	BACS	108/4171	229.00	45.80	274.80
43	15	10	25	Sage	Payroll 01.10.25 to 31.10.25	DD	107/4139	8.00	1.60	9.60
44	15	10	25	A Knox	Community Centre - Metal Bin Store	BACS	502/4065	75.00	0.00	75.00
45	15	10	25	British Gas	Community Centre Gas 22.08.25 to 22.09.25	BACS	502/4055	51.55	2.58	54.13
46	15	10	25	Roadtech Cutting Services Ltd	Market Road Closure 14.09.2025	BACS	213/4398	650.00	130.00	780.00
47	15	10	25	Octopus Energy	OMCC Gas & Electric (period 29.08.25 to 28.09.25)	DD	104/4055	885.64	140.77	1,026.41
48	15	10	25	P C Paramedics	IT Support (period 17.09.25 to 31.10.25)	BACS	107/4139	467.79	93.55	561.34
49	15	10	25	P C Paramedics	IT Support (period 01.10.25 to 31.10.25)	BACS	107/4139	231.00	46.20	277.20
50	15	10	25	J&M Electrical Supplies	Cast Clamp, Earth Rod, Electrode Box, LED Batten Fitting	BACS	203/4260	63.40	12.68	76.08
51	15	10	25	J&M Electrical Supplies	4 Way Earth Bar	BACS	203/4260	7.50	1.50	9.00
52	15	10	25	J&M Electrical Supplies	Flexicon Contractor Pack 10m, PVC 20mm Stuffing Gland	BACS	203/4260	13.75	2.75	16.50
53	15	10	25	J&M Electrical Supplies	1G Outdoor Socket, 4" Cable Ties Black	BACS	203/4260	24.50	4.90	29.40
54	15	10	25	Lichfield Community Media CIC	Lichfield & Burntwood Independent Quarter Page 02.10.25	BACS	108/4171	80.00	0.00	80.00
55	15	10	25	Screwfix	Cemetery - New Lock Padlocks	BACS	401/4163	20.82	4.17	24.99
56	15	10	25	Stannah Lift Services Limited	OMCC Lift (period 28.09.25 to 27.12.25)	BACS	104/4056	93.37	18.67	112.04
57	18	10	25	BNP Paribas Leasing Solutions	Lease of Photocopier	DD	107/4211	140.63	28.13	168.76
58	22	10	25	Citizen Aid	Stop the Bleed Kits	CARD	214/4764	91.50	18.30	109.80
59	23	10	25	Amazon	Centre - Wall Mounted Baby Changing Table Unit	CARD	502/4065	119.16	23.83	142.99
60	29	10	25	Focus Group	Line Rental Charges	DD	107/4057	188.01	37.60	225.61
61	31	10	25	Lichfield Garrick Theatre	Creative Burntwood Year 1	BACS	214/4763	5,000.00	0.00	5,000.00
62	31	10	25	Oldham Council	CCIN Membership Fees 2025/26	BACS	107/4170	250.00	0.00	250.00
63	31	10	25	Screwfix	103 Piece Drill Set, Saw Blade, Gripper Gloves, Woven Sacks	BACS	212/4766	44.54	8.91	53.45
64	31	10	25	The Stambridge Group Limited	Cemetery Open & Close - September 2025	BACS	401/4863	296.00	59.20	355.20
65	31	10	25	Stretton Electrical	Community Centre - Repair to Heating System	BACS	502/4065	250.00	50.00	300.00
66	31	10	25	Screwfix	6" Bench Grinder	BACS	104/4056	113.33	22.67	136.00
67	31	10	25	Roadtech Cutting Services Limited	Market 12.10.2025 Road Closure	BACS	213/4398	650.00	130.00	780.00
68	31	10	25	Burntwood Litter Heroes	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
69	31	10	25	Viking	Office Stationery & Cleaning Products	BACS	104/4059 & 107/4211	64.89	12.98	77.87
								48,961.93	3,109.24	52,071.17

PETTY CASH SPEND

<u>DATE</u>	<u>ITEM</u>	<u>SPEND</u>	<u>CASH OUT BANK</u>
23.09.25	Community Centre - Dishwasher Tablets	£3.49	
24.09.25	OMCC - Whiteboard Items	£1.80	
24.09.25	OMCC - Whiteboard Items	£1.80	
22.10.25	Refuse Sacks 1 - for OMCC & 1 for Community Centre	£2.50	
	Balance	£54.88	

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	Steve Lightfoot	Cllr Norman
2.	Market recommissioning	July 2025	To review market arrangements and recommission for 26/27 onwards.	<i>Expressions of Interest open. 3 bids received to be reviewed at this meeting.</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. Repairs expected first week of November after a slight delay.</i>	October 2025	Steve Lightfoot	
4.	Short form video project	September 2025	Call for bids open.	<i>Several interested parties have contacted the Clerk.</i>	Spring 2026	Steve Lightfoot / Kat Horner	Cllr D Ennis
5.	Installation of cycle racks at CTCC	September 2025	To install cycle racks at CTCC		December 2025 (weather dependant)	Steve Lightfoot	

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
6	Community Asset Transfer	September 2025	To investigate the potential to acquire from LDC certain local infrastructure items	Draft business plan submitted to LDC		Steve Lightfoot	Cllr D Ennis
7	On-going policy review	September 2025	A number of Council policies are reviewed on a regular basis	The Clerk's forward plan lists which policy needs a review and when. EG Standing Orders is reviewed and adopted annually.	On going	Steve Lightfoot	Cllr L. Ennis (Chair)

November 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.			
Domestic Abuse Policy	adopted			

Burntwood Town Council

Policy and Resources Committee

Thursday 6 November 2025

Brighter Burntwood 2026

1. Purpose of Report

To update Members on proposals for the *Brighter Burntwood 2026* initiative, including plans for additional floral displays and options regarding the renewal of the wildflower meadow on Sister Dora Avenue.

2. Background

The *Brighter Burntwood* initiative aims to enhance the visual appeal of the town through floral displays, planters, and community-led planting schemes. The 2025 program created a new bedding plant location on Oakdene Road and installed three new triple tiered planters. However, the wildflower meadow seeded at Sister Dora Avenue failed to bloom.

3. Proposal

A budget allocation of **£5,500** (£4000 in 2024/25) is proposed for the financial year 2026/27 for the *Brighter Burntwood 2026* programme. This will fund:

- Purchase and planting of new planters.
- Maintenance and watering of existing planters.
- Renewal or replacement of the wildflower meadow.
- General materials (soil, compost, plants, signage).

Officers propose to work with Lichfield District Council (LDC) to identify and agree suitable new locations for planters in 2026, focusing on areas with high footfall or strong community visibility. Potential new sites may include:

- Public open space at the top of Chase Town High Street
- Sankey's Corner.
- Morely Road shopping area.
- Outside community facilities such as Burntwood Library
- Chase Terrace Community Centre

Discussions with LDC will also cover licensing, maintenance responsibilities, and siting requirements on highway or public land.

Option A – Renew the Wildflower Meadow

- Re-seed with a more resilient wildflower mix suited to local soil and climate conditions.
- Introduce improved soil preparation, including topsoil replacement and irrigation at establishment stage.
- Estimated cost: £1,000–£1,200.
- Environmental benefit: Biodiversity gain and visual improvement once established.

Option B – Replace with Low-Maintenance Planting

- Replace the wildflower area with perennial, drought-tolerant planting (e.g., lavender, grasses, and pollinator-friendly perennials).
- Reduced maintenance needs and greater reliability of establishment.
- Estimated cost: £1,200–£1,500.
- Environmental benefit: Supports pollinators and provides year-round colour.

Option C – Discontinue and Grass Over

- Return the site to mown grass to simplify maintenance.
- Minimal cost but no enhancement benefit.
- Estimated cost: £200–£300

4. Recommendation

1. That members note the contents of this report
2. Members select an option regarding the issue of the wildflowers at Sister Dora Avenue.

Contact Officer

Steve Lightfoot
Town Clerk

steve.lightfoot@burntwood-tc.gov.uk
01543 677166

Policy and Resources Committee

06 November 2025

Annual Review of Burntwood Cemetery

1. Purpose of Report

For Members to:

- To consider the last 12 months of activity at Burntwood Cemetery.

2. Background

Since the previous report in November 2024, Burntwood Town Council Cemetery has:

- Conducted 32 interments
- Conducted 1 disinterment
- Placed 17 memorials
- Attained Bronze Status for ICCM Charter for the Bereaved
- Undertaken major tree restoration to maintain our protected trees.
- Issued new regulations to families, Funeral Directors and Stonemasons
- Reinforced windchime regulations with appropriate signage
- Overseen more than 20 grass cuts
- Levelled and returfed 20+ graves
- In current financial year to September 2025, the net balance was -£3484. This deficit was due to essential works to maintain large, protected trees on the cemetery site. It is worth noting that it is likely to even out before the end of the financial year (end of March).

3. What has worked

- Extended summer opening hours has received positive feedback from visitors, as reported by the Cemetery gatekeeper
- Permitting the use of UV resistant artificial flowers has been well-received and has had no detrimental effect on the aesthetic appeal of the Cemetery.
- Permanently preventing placing of windchimes in the Cemetery continues to receive positive feedback and no further infringements have been found.
- Interments are now permitted later in the day and on Mondays which has made a difference to mourners who have to travel for interments.

4. Goals for 2025/26

The ICCM (Institute of Cemetery and Crematorium Management) 'Charter for the Bereaved'

- Conduct our 5-yearly memorial testing. This ensures the safety of visitors to the Cemetery and ensures the highest quality of workmanship, maintaining its look and feel.
- We have achieved Bronze status for 'Charter for the Bereaved'. During the next years we will work towards Silver status. This is a little more difficult as many of the categories are more appropriate for a crematorium. However, we will be addressing some subjects to enhance our status. These include:
 - Environmental considerations – including bird and bat boxes, composting, green waste bins,
 - Day to day management processes, such as a sustainability, business continuity, risk management and safe systems of work.
 - Signposting and updating web information to include FAQs, fees, links to other organisations such as SANDS, the Natural Death Service and others.

- We hope that if we achieve as many of these as possible, we may achieve the next level.

Exploring the opportunity to work towards Green Flag status next year. Green Flag For this we need to address points, including

- A welcoming place
- Healthy, safe and secure
- Well maintained and clean
- Environmental management
- Biodiversity, landscape and heritage
- Community involvement
- Marketing and communication
- Management

5. For discussion

Currently, there is no charge for the interment of an infant, but there is a charge for the Exclusive Right of Burial (ERB). These fees go toward the funding of the long term maintenance of the Cemetery. The cost is £832. The cost of an infant funeral for a stillborn baby 24 weeks or more can be reclaimed from the Children's Funeral Fund.

This year at Burntwood Cemetery there have been requests for 2 burials of infants of less than 24 weeks gestation. In both cases, the funeral director has waived the fee, the gravedigger has also waived his fee, although the family will be expected to pay for a memorial.

These types of burials are often on behalf of young people who want to mark perhaps their first traumatic event. Most find it difficult to raise £832 for the Exclusive Right of Burial. Last time we interred a child of 23-weeks' gestation, the funeral director paid for the Exclusive Right of Burial costs.

Options.

- A) To waive 100% of the ERB cost for interment of deceased unborn prior to 24 weeks.
- B) To offer a discount up to 50% upon application to the Town Clerk and with the approval of the Chair of this Committee.
- C) To maintain the current charges.

6. Recommendations

1. That members note the contents of this report.
2. That members approve an option listed in 5 above.

Contact Officer

Liz Jackson
Admin Officer
01543 677166

BURNTWOOD TOWN COUNCIL - 2026-27 BUDGET
(VERSION 1 - AUGUST 2025 - TEMPLATE WITH FINAL 2024-25 FIGURES)

		<u>2023-24</u> <u>Actual</u>	<u>2024-25</u> <u>Actual</u>	<u>2025-26</u> <u>Approved</u> <u>budget</u>	<u>2025-26 6</u> <u>mths, Apr -</u> <u>Sept</u>	<u>2026-27</u> <u>Draft</u> <u>budget</u>
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)						
100 Corporate						
	1176 Precept	362,782	385,542	396,939	396,939	416,786
	1199 CCLA interest	13,837	13,827	11,400	6,037	11,400
	1205 Bank account interest	1,000	1,247	800	575	800
	1206 CIL income (Has to be earmarked)	7,665	3,199	0	1,719	
Total	Corporate Income	385,283	403,816	409,139	405,270	428,986
	4998 CIL expenditure (To be taken from earmarked reserve)	5,856	20,342	0	569	
104 Old Mining College Centre						
	1070 Unit rents	28,717	30,448	31,261	15,637	
	1071 Unit service charges	26,077	29,729	31,557	15,785	
	1072 Room hire	1,568	2,943	2,000	2,066	
	1025 Sundry income (incl. sheds, recharges for PA Testing)	827	394	50	170	
Total	OMCC income	57,189	63,514	64,868	33,658	62,000
	4019 Employee costs - Caretaker and cleaners	26,356	27,671	29,622	14,997	32,632
	4022 NNDR Rates	7,984	7,984	8,375	7,984	8,600
	4023 Water rates	1,579	1,640	1,850	789	2,100
	4055 Energy (Gas & electric)	10,862	14,492	17,000	3,551	18,000
	4056 Building & grounds maintenance (Alarms, lift, pest control, parts etc.)	14,830	11,064	13,500	6,459	14,500
	4180 Professional fees (Now under cost centre 107)	700				
	4059 Other supplies and services (Refuse, window cleaning, cloakroom etc.)	2,151	3,083	4,000	2,721	4,250
Total	OMCC expenditure	64,461	65,935	74,347	36,501	80,082
105 Transport						

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4064	Members travel costs	0	0	150	0	150

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107 Supplies and Services, BTC						
1025 Sundry income		26	0	0	0	0
4019 Employee costs		216,721	218,366	234,405	117,238	243,586
4060 Employees car mileage		373	14	400	0	500
4057 Telephones & Broadband		2,325	2,631	2,700	1,357	2,800
4120 Postage		90	187	250	44	250
4139 Computers, software and other office equipment		12,813	12,321	11,000	6,041	12,000
4211 Office expenses (to include stationery, photocopier etc.)		2,433	2,603	2,433	1,034	2,800
4212 Training & conferences		88	490	2,000	290	2,200
4170 Subscriptions to other bodies		300	1,763	2,150	2,094	2,250
4180 Professional fees (from 24/25 incl. those previously under OMC)		6,437	1,249	3,500	999	3,500
4220 Bank charges		270	233	280	131	320
4221 Insurance		5,496	5,561	6,200	5,327	6,500
4234 Audit		1,506	1,961	2,200	518	2,220
4059 Other supplies and services		393	1,482	1,500	211	1,650
Total	BTC supplies & services expenditure	249,245	248,861	269,018	135,282	280,576
108 Communications						
4171 All advertising, newsletters, website, social media etc		4,689	5,261	8,500	2,442	9,800
201 Street Lighting						
4055 Energy		957	784	900	0	950
4241 Maintenance		548	530	750	0	1,750
4242 Replacement		0	0	0	0	0
202 Bus Shelters						
4241 Maintenance		283	91	1,000	0	3,000

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4242	Replacement	3,580	0	0	0	0

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203 Christmas Lights and Trees						
4260	General expenses	2,817	3,418	5,000	1,219	6,400
205 Traffic Islands						
1030 Traffic Islands: Sponsorship		5,950	7,284	7,050	8,000	8,000
4304	Signage	418	780	500	0	550
4306	NNDR: Traffic Islands	195	195	205	195	230
4241	Maintenance (to include grass cutting, bedding plants etc.)	7,329	7,841	8,250	0	8,500
206 Brighter Burntwood (previously Hanging Baskets & Planters)						
4241	Maintenance	944	2,481	4,500	1,891	6,500
4260	General expenses		88	0	0	800
207 Flagpole						
1025 Sundry income		0	980	0	0	0
4241	Maintenance	2	12	500	0	0
209 Coulter Lane Burial Ground						
4241	Maintenance	862	1,948	2,100	8,750	3,250
211 Burntwood Town Strategy						
4754	BTS projects	3,897	1,292	0	0	0
212 Burntwood Response and Repair Team						
4767	BURRT vehicle costs	1,500	2,639	4,500	1,482	5,000
4766	Repairs and improvements - materials etc.	52	725	2,000	470	2,250

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213 Community Events						
1090 Wakes: Pitch fees		680	570	400	570	500
1100 Wakes: Other income (incl. grant aid, sponsorship, sundry)		16,883	9,547	1,500	9,907	8,000
1101 Christmas: All income		570	325	0	35	
1102 Play in the Parks		2,167	3,380	2,600	2,917	
1110 Other events income		0	0	0	0	
Total	Events income	20,300	13,822	4,500	13,428	8,500
4261 All community events (excl. markets)				42,372		44,500
4262 Christmas events		8,373	10,110		723	
4390 Wakes - all expenditure		28,336	21,501		24,609	0
4761 Play in the Parks		8,870	10,340		9,697	0
4398 Markets		7,069	8,377	9,000	6,227	10,000
4399 Other events expenditure		0	0	0	0	
Total	Events expenditure	52,648	50,327	51,372	41,255	54,500
214 Community Development (previously Community Projects)						
1025 Sundry income		0	1,220	0	1,400	
4764 Other Community Projects (incl. defibrillators, eg White Ribbon campaign)		1,267	8,725	5,000	1,105	6,000
4763 Lichfield Garrick Partnership				5,000	0	5,000
215 SCAMP						
4550 SCAMP: Maintenance		0	32	250	0	250
216 Neighbourhood Plan						
4728 Neighbourhood Plan expenditure		0	0	0	0	0
301 Civic Expenses						

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	1062 Fundraising (to be earmarked)	279	641	0	0	
4360	Chair's Expenses	0	0	60	0	60
4368	Fundraising expenditure (Donations & distribution of funds raised)	720	869	0	10	
4361	General expenses	83	127	250	83	250

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302 Better Burntwood incl. grants						
4416	Better Burntwood expenditure	22,770	27,151	27,000	14,384	27,500
4417	External grant expenditure	0	0	0	0	
4760	S Sutton Bursary/Youth award	2,000	2,000	2,000	0	2,000
310 Election Expenses						
4701	Election expenses	19,544	0	10,600	0	10,600
401 Burntwood Cemetery						
1000	Burial fees/ licences	40,356	31,163	33,000	14,006	33,990
1001	Memorial plaques	82	261	100	0	100
4019	Employee costs	3,908	4,076	4,230	2,119	4,366
4810	Grave digging	7,080	6,150	4,900	3,800	5,200
4820	NNDR: Burntwood Cemetery	1,493	1,643	1,725	2,053	2,100
4864	Grounds maintenance	9,700	14,615	8,300	6,120	8,500
4863	Other maintenance and services (to include gritting, skips etc.)	4,952	5,001	5,550	3,632	6,372
4163	General office expenses (e.g. plaque engraving, ICCM)	541	572	500	120	580
Total	Cemetery expenditure	27,674	32,057	25,205	17,845	27,118
501 Capital Expenditure						
4901	OMCC refurbishment works	0	0	0	0	0
4903	CTMC purchase	240,000				0
4666	Capital works (any other)	0	0	0	0	
Total	Capital Expenditure	240,000	0	0	0	0
502 Chase Terrace Community Centre						
1079	Room hire & other income	83	1,096	5,000	1,935	18,000

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4022	NNDR	0	0	4,000	0	4,000
4023	Water rates	0	166	300	161	330
4055	Energy	41	915	800	1,681	1,550
4065	CTCC cleaning & maintenance	1,021	728	4,000	1,593	5,350
4066	CTCC administration	0	0	4,500	751	5,000
4221	Insurance	0	96	1,100	0	280
Total		1,062	1,905	14,700	4,186	16,510
503 CTCC redevelopment project						
1130 Community Ownership Fund			179,698	0	0	
4010	COF project expenditure		177208	0	36,002	

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	TOTAL INCOME	509,547	703,494	523,657	477,697	559,576
	TOTAL EXPENDITURE	715,403	663,622	523,657	303,669	559,576
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	205,856	39,872	0	174,028	0

Entering a Council Tax Band D to Set a Precept

	2025/26	2026/27	Change	
			£	%
Band D Council Tax	£46.78	£46.78	£0.00	0.00%
Council Tax Base	8,485.60	8,485.60	0.00	0.00%
Gross Precept	396,939	396,939	0	0.00%

	2025/26	2025/26	Change	
			£	%
Band D Council Tax	£46.78	£48.18	£1.40	3.00%
Council Tax Base	8,485.60	8,485.60	0.00	0.00%
Gross Precept	396,939	408,847	11,908	3.00%

	2025/26	2025/26	Change	
			£	%
Band D Council Tax	£46.78	£49.12	£2.34	5.00%
Council Tax Base	8,485.60	8,485.60	0.00	0.00%
Gross Precept	396,939	416,786	19,847	5.00%