



The Old Mining College Centre
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Our Ref: SL/JM

19 November 2025

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Chase Terrace Community Centre, Princess Street, Burntwood on Wednesday 26 November 2025 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Steve Lightfoot
Town Clerk

CREATIVE BURNTWOOD PROJECT MANAGER – LICHFIELD GARRICK THEATRE AND STUDIO

Denise Orton-Brown, Creative Burntwood Project Manager to give an update on the Creative Burntwood Project.

PUBLIC FORUM

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

COUNTY COUNCILLOR PLATFORM

County Councillors present are offered up to five minutes to give an update.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

3. SUMMERFIELD AND ALL SAINTS WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

An application to be co-opted has been received from James Craik.

Mr Craik will have the opportunity to speak at the meeting. Members are invited to vote either in favour or against the co-option of Mr Craik as a Councillor for the Summerfield and All Saints Ward.

If Members vote for a co-option the successful candidate will be invited to sign the Declaration of Acceptance of Office and take their place at the table.

4. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 25 September 2025 (Minute Nos. 33-45) be received and where necessary approved and adopted (**ENCLOSURE NO. 1**).

5. CHAIR'S REPORT

For information purposes only. No decision is required by the Council.

6. MEMBERS QUESTIONS

7. FINANCIAL UPDATE FOR THE FIRST SEVEN MONTHS OF THE CURRENT FINANCIAL YEAR

The Council is asked to note the report of income and expenditure compared to budget for the first 7 months of the financial year, April to October (**ENCLOSURE NO. 2 AND 2A**).

8. BUDGET AND PRECEPT 2026/27

The Town Council is recommended to approve the budget and precept for 2026/27 (**ENCLOSURE NO. 3 AND 3A**).

9. POLICY AND RESOURCES COMMITTEE – 22 SEPTEMBER 2025 AND 06 NOVEMBER 2025

Chair of the Policy and Resources Committee to move that the proceedings of the meetings held on 22 September 2025 (Minute Nos. 9-15) and 06 November 2025 (Minute No. 16-26) be received and where necessary approved and adopted (**ENCLOSURE NO. 4A AND 4B**).

10. PLANNING AND DEVELOPMENT COMMITTEE – 15 OCTOBER 2025 AND 17 NOVEMBER 2025

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 15 October 2025 (Minute Nos. 25-30) and 17 November 2025 (Minute Nos. 31- 36) be received and where necessary approved and adopted (**ENCLOSURE NO. 5A AND 5B**).

11. COMMUNITY AND PARTNERSHIPS COMMITTEE – 10 NOVEMBER 2025

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 10 November 2025 (Minute Nos. 20 - 31) be received and where necessary approved and adopted (**ENCLOSURE NO. 6**).

12. 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.

13. POLICY AND RESOURCES COMMITTEE – 06 NOVEMBER 2025

Chair of the Policy and Resources Committee to move that the proceedings of the meetings held on 06 November 2025 (Minute No. 24-26) be received and where necessary approved and adopted (**ENCLOSURE NO. 7 - PINK**)

14. COMMUNITY AND PARTNERSHIPS COMMITTEE – 10 NOVEMBER 2025

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 10 November 2025 (Minute Nos. 30 - 31) be received and where necessary approved and adopted (**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. You will have up to 3 minutes and can raise more than one issue. However, the Chair has the option to extend the time allowed to you if they think it is appropriate.

So that the Members of the meeting can be properly briefed in order to enable them to provide a considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chair of the meeting has the right to reject any representations that he/she considers not to be appropriate for the meeting.

The public forum session will usually be the first item on the agenda and normally will last up to 30 minutes. In some instances, it may not be possible at the meeting to provide an answer. Where that is the case, a written response will be sent to your stated address and a copy will be made available for public inspection at the Town Council's offices.

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 BURNTWOOD TOWN COUNCIL
HELD AT CHASE TERRACE COMMUNITY CENTRE, PRINCESS STREET, BURNTWOOD ON
THURSDAY 25 SEPTEMBER 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor L Ennis (in the Chair)

Councillors Banevicius, Bishop, Bullock, Coe MBE, D Ennis, R Ennis, Evans, Hancox (from 6.05pm), Norman, Swain, P Taylor, Willis-Croft and Woodward

In attendance

Ms J Minor, Deputy Clerk

PCSO 8973 HORTON

Councillor L Ennis explained that attempts had been made to confirm PCSO Horton's attendance, however a response had not been received even though Councillor D Ennis had been asked by some PCSOs about attending the meeting. It was hoped that PCSOs would attend a future meeting.

PUBLIC FORUM

No members of the public were present.

COUNTY COUNCILLOR PLATFORM

The Deputy Clerk explained that the County Councillors were unable to attend due to clashes with other meetings. It was hoped that they would be able to attend in November.

- 33. APOLOGIES FOR ABSENCE** were received from Councillor Galvin, Councillor Gittings, Councillor Kirkham, Councillor S Taylor, Councillor Tranter, and Councillor Wittstock.

34. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in Agenda Item 11 – Community and Partnerships Committee dated 08 September 2025 as she is a Trustee of Burntwood Be A Friend.

35. CHASE TERRACE WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

Councillor L Ennis explained that there had been some confusion over whether or not Mr Scott had wanted to be considered for the co-option and explained that in the first instance he had made an enquiry about becoming a Councillor and what that involved and did not want to be considered for co-option at this moment in time.

Members noted that the vacancy had been advertised and that no notice requesting an election had been made. Members were informed that an application to be co-opted had been received from Ms Kube. Referring to the Town Council's Standing Orders Councillor L Ennis invited the candidate to give a presentation of up to three minutes. The Town Council suspended Standing Order 1(s) and the vote was conducted by secret ballot. Ballot papers were distributed. The Chair announced the result.

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

Councillor D Ennis welcomed the newly elected Member. Referring to Minute No. 6 – To Appoint Chair, Vice-Chair and Members of Committees (22 May 2025 refers) Councillor D Ennis confirmed that Councillor Kube would sit on the Planning and Development Committee (replacing Mr Flanagan) and would replace Councillor S Taylor on the Community and Partnerships Committee.

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

RESOLVED That the Chair, Vice-Chair and Members of Committees be updated.

36. MINUTES – 24 JULY 2025

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

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 24 July 2025 (Minute Nos. 21-32) be received and where necessary approved and adopted.

37. CHAIR'S REPORT

Councillor L Ennis read out the following statement:

Good evening everyone. The Council has had a busy summer with the Play in the Parks events throughout the six weeks holiday. They have been a great success and I would like to thank the staff for all their hard work at every event. Also, to the sponsors of the Play in the Parks as without them the events wouldn't be as good as they are, so thank you to them.

Otherwise, I haven't been too busy over the summer, but I did have the honour along with Councillor D Ennis to be invited to the 160th Anniversary Afternoon Tea at St Anne's Church on Sunday 21 September. It was wonderful to see all the different people who are involved or have been involved at St Anne's over the years, and to speak to them and learn about all the different things that have happened at the church over all the years it's been open.

On my charity, I have decided to have the British Wildlife Rescue Centre based in Stafford as my charity this year. I will be doing a 24-hour charity walk for them between now and Christmas, more details to come but I'm hoping for everyone support in this.

38. MEMBERS QUESTIONS

No questions were raised by Members.

39. NOTICE OF CASUAL VACANCY – COUNCILLOR NORMA BACON (SUMMERFIELD AND ALL SAINTS WARD)

Members formally noted that the Town Clerk had declared a casual vacancy on the Town Council on 26 August 2025 following the resignation of Mrs Bacon (Summerfield and All Saints Ward).

Members noted that a minimum of ten local government electors from the Summerfield and All Saints Ward had until midnight on 15 September 2025 to inform Lichfield District Council that they wanted an election to be held.

The Deputy Clerk confirmed that no election had been requested and that she would advertise the vacancy to be filled by co-option on 26 September 2025 with a closing date of a minimum of 21 days.

It was hoped that potential candidate(s) would be considered for co-option on 26 November 2025.

Councillor Norman stated that Mrs Bacon had previously been the Chair of Lichfield District Council and the Mayor and Sheriff of Lichfield City Council and wished her well for the future. Councillor L Ennis stated that she would miss Mrs Bacon and wished her well.

40. NOTICE OF CONCLUSION OF AUDIT FOR 2024/25

Members noted that Mazars had completed their external audit of the 2024/25 accounts on 05 September 2025 and gave a satisfactory opinion in the external auditor's report (Section 3) within the Annual Governance and Accountability Return (AGAR). They did however draw attention to the fact that under 'Matters not affecting their opinion', the Council had not fully implemented recommendations made in 2023/24 internal audit reports and stated that, in future, the Council should ensure that appropriate action is taken in response to audit recommendations within a reasonable time. These comments related to the Council having answered 'No' to the relevant assertion in the Annual Governance Statement, because work was needed to update the Asset Register. It was noted that this work was now well underway and that the Notice of Conclusion of Audit and a copy of the audited AGAR have been put on the website and noticeboards, as required.

41. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET FOR 2025/26

Members noted the report of income and expenditure compared to budget for the first 4 months of the financial year, April to July.

Councillor D Ennis explained that he had no concerns regarding the income and expenditure compared to budget so far however (and he wished for this to be recorded) the data quoted were nearly two months out of date. He felt that this day and age, live accounting was needed for the Council to be as proactive as possible.

42. PLANNING AND DEVELOPMENT COMMITTEE – 07 AUGUST 2025 AND 15 SEPTEMBER 2025

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 07 August 2025 (Minute Nos. 13-18) and 15 September 2025 (Minute Nos. 19-24) be received and where necessary approved and adopted.

43. COMMUNITY AND PARTNERSHIPS COMMITTEE – 08 SEPTEMBER 2025

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 08 September 2025 (Minute Nos. 10-19) be received and where necessary approved and adopted.

44. 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.

45. CONFIDENTIAL MINUTES – 24 JULY 2025

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

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

RESOLVED That the Confidential Minutes of the Meeting of the Town Council held on 24 July 2025 (Minute Nos. 30-32) be received and where necessary approved and adopted.

(The Meeting closed at 6.17 pm)

Signed

Date

Burntwood Town Council

Wednesday 26th November 2025

Update on income and expenditure compared to budget for 2025/26

1.0 Purpose of Report

1.1 To update the Town Council on its income and expenditure position after 7 months of the financial year.

2.0 Background

2.1 Income and expenditure for the first 7 months (58%) of the financial year, April to October, are compared to the 2025/26 budget in the attached table **[ENCLOSURE NO. 2A]**. The % of budget spent (or % of income received so far) is also shown for each budget item and cost centre.

3.0 Key points on income and expenditure and variances from budget

3.1 The totals at the end of the table show that 64.8% (£339,350) of the budgeted expenditure had been spent by end October. However, this included £36,002 spent on the Chase Terrace Community Centre (CTCC) redevelopment project. That expenditure was not included in the approved budget and will instead be funded from two sources – firstly, the balance of the Community Ownership Fund money (£2,490), which was put in an earmarked reserve at the end of the last financial year and secondly, from the Council's general reserves, the Council having committed to contribute 20% of the project costs. If the expenditure on the CTCC project, and also the small amount of CIL expenditure, are excluded from the total (as neither were included in the approved budget) then the remaining expenditure was just under 58% of budget by end October.

3.2 This is broadly what would be expected at this stage of the year. However, total expenditure consists of items with various payment patterns across the financial year. For instance, some items have been paid in full early in the financial year, such as rates, refuse collection, and the Council insurance. Other significant items will be billed towards the end of the financial year, such as LDC contract grounds maintenance and street lighting. Some costs are unevenly spread across the year, such as events and OMC heating, whilst others are much more evenly spread, such as staff costs, telephone/broadband, website and IT support.

3.3 The largest spend (normally just over half of all expenditure) is on staff costs. They were at the expected level (just over 58% of budget) at end October. The National Pay Award is now included, with the increase of 3.2%, backdated to 1st April, being close to the estimate of 3% used to set the budget.

3.4 As mentioned in the report for September Town Council, the '% Spent' for grounds maintenance at the Cemetery, and particularly at Coulter Lane Burial Ground, is very high. This was due to large bills for tree work being received late, a substantial amount of the work having been carried out in the previous financial year.

3.5 The budget for Events is shown in the table as one sum (line 4261 – All community events) to enable flexibility in spending rather than allocating to specific events at the start. For the Wakes, £10,477 was received in pitch fees, sponsorship, donations etc. against expenditure of £24,609, leading to a net spend of £14,132. Play in the Parks income was £2,917 against expenditure of £9,697 so the net spend was £6,780. Thus, about half of the Events budget of £42,372 remained before the expenditure on Christmas events.

3.6 Looking at income, the precept is paid in full by LDC in late April and no budget is set for CIL money, as it is not predictable and has to be earmarked for certain allowed projects. If these are excluded from the figures, about 70% of other budgeted income had been received by the end of October, which is higher than expected. Bank and investment interest/dividends, OMC room hire and traffic island sponsorship were all higher than expected and also the defibrillator donation of £1,400 was received from Burntwood and District U3A. The budget to set for CTCC income was hard to predict at the beginning of 2025 when the opening date and exact take up were unclear. However, income is likely to exceed the annual budget by the end of 2025.

4.0 Legal context

4.1 The Accounts and Audit Regulations require effective financial management by smaller authorities, which includes preparing and approving a budget in a timely manner before setting a precept and monitoring actual performance against budget during the year, taking corrective action where necessary.

5.0 Conclusion

5.1 The Council is asked to note the current position against budget. Further updates will be provided at subsequent meetings.

Contact Officer

Alison James

Finance Officer

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Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Corporate									
1176 Precept		385,542	396,939	396,939	0			100.0%	
1199 CCLA Interest		13,827	7,571	11,400	3,829			66.4%	
1205 Bank Account Interest		1,247	575	800	225			71.9%	
1206 CIL income		3,199	65,574	0	(65,574)			0.0%	
	Corporate :- Income	403,816	470,659	409,139	(61,520)			115.0%	0
4998 CIL expenditure		20,342	569	0	(569)		(569)	0.0%	
	Corporate :- Indirect Expenditure	20,342	569	0	(569)	0	(569)		0
	Net Income over Expenditure	383,474	470,091	409,139	(60,952)				
6000	plus Transfer from EMR	20,342	0	0	0				
6001	less Transfer to EMR	3,199	0	0	0				
	Movement to/(from) Gen Reserve	400,617	470,091	409,139	(60,952)				
104 OMCC									
1025 Sundry Income		394	170	50	(120)			339.5%	
1070 OMCC: Unit Rents		30,448	17,823	31,261	13,438			57.0%	
1071 OMCC: Unit Service Charges		29,729	18,022	31,557	13,535			57.1%	
1072 OMCC: Room Hire		2,943	2,280	2,000	(280)			114.0%	
	OMCC :- Income	63,514	38,295	64,868	26,573			59.0%	0
4019 Employee costs		27,671	17,585	29,622	12,037		12,037	59.4%	
4022 NNDR		7,984	7,984	8,375	391		391	95.3%	
4023 Water Rates		1,640	789	1,850	1,061		1,061	42.7%	
4055 Energy		14,492	4,437	17,000	12,563		12,563	26.1%	
4056 Building & Grounds Maintenance		11,064	7,433	13,500	6,067		6,067	55.1%	
4059 Other Supplies and Services		3,083	2,841	4,000	1,159		1,159	71.0%	
	OMCC :- Indirect Expenditure	65,935	41,069	74,347	33,278	0	33,278	55.2%	0
	Net Income over Expenditure	(2,421)	(2,774)	(9,479)	(6,705)				
105 Transport									
4064 Members Travel Expenses		0	0	150	150		150	0.0%	
	Transport :- Indirect Expenditure	0	0	150	150	0	150	0.0%	0
	Net Expenditure	0	0	(150)	(150)				
107 Supplies & Services									
4019 Employee costs		218,366	136,787	234,405	97,618		97,618	58.4%	
4057 Telephones & Broadband		2,631	1,577	2,700	1,123		1,123	58.4%	

AGENDA ITEM 7 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4059 Other Supplies and Services	1,482	211	1,500	1,289		1,289	14.0%	
4060 Car Mileage: Employees	14	43	400	357		357	10.8%	
4120 Postage	187	44	250	207		207	17.4%	
4139 Computers & other office equip	12,321	6,748	11,000	4,252		4,252	61.3%	
4170 Subscriptions to other bodies	1,763	2,344	2,150	(194)		(194)	109.0%	
4180 Professional Fees	1,249	2,799	3,500	701		701	80.0%	
4211 General office expenses	2,603	1,089	2,433	1,344		1,344	44.8%	
4212 Training & conferences	490	290	2,000	1,710		1,710	14.5%	
4220 Bank Charges	233	154	280	126		126	54.9%	
4221 Insurance	5,561	5,327	6,200	873		873	85.9%	
4234 Audit	1,961	518	2,200	1,682		1,682	23.5%	
Supplies & Services :- Indirect Expenditure	248,861	157,929	269,018	111,089	0	111,089	58.7%	0
Net Expenditure	(248,861)	(157,929)	(269,018)	(111,089)				
<u>108 Communications</u>								
4171 All communications	5,261	2,758	8,500	5,742		5,742	32.4%	
Communications :- Indirect Expenditure	5,261	2,758	8,500	5,742	0	5,742	32.4%	0
Net Expenditure	(5,261)	(2,758)	(8,500)	(5,742)				
<u>201 Street Lighting</u>								
4055 Energy	784	0	900	900		900	0.0%	
4241 Maintenance	530	0	750	750		750	0.0%	
Street Lighting :- Indirect Expenditure	1,314	0	1,650	1,650	0	1,650	0.0%	0
Net Expenditure	(1,314)	0	(1,650)	(1,650)				
<u>202 Bus Shelters</u>								
4241 Maintenance	91	0	1,000	1,000		1,000	0.0%	
Bus Shelters :- Indirect Expenditure	91	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	(91)	0	(1,000)	(1,000)				
<u>203 Christmas Lights & Trees</u>								
4260 General Expenses	3,418	1,219	5,000	3,781		3,781	24.4%	
Christmas Lights & Trees :- Indirect Expenditure	3,418	1,219	5,000	3,781	0	3,781	24.4%	0
Net Expenditure	(3,418)	(1,219)	(5,000)	(3,781)				

AGENDA ITEM 7 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	7,284	8,000	7,050	(950)			113.5%	
Traffic Islands :- Income	7,284	8,000	7,050	(950)			113.5%	0
4241 Maintenance	7,841	0	8,250	8,250		8,250	0.0%	
4304 Signage	780	0	500	500		500	0.0%	
4306 NNDR: Traffic Islands	195	195	205	10		10	94.9%	
Traffic Islands :- Indirect Expenditure	8,816	195	8,955	8,760	0	8,760	2.2%	0
Net Income over Expenditure	(1,532)	7,805	(1,905)	(9,710)				
<u>206 Brighter Burntwood</u>								
4241 Maintenance	2,481	1,891	4,500	2,609		2,609	42.0%	
4260 General Expenses	88	0	0	0		0	0.0%	
Brighter Burntwood :- Indirect Expenditure	2,569	1,891	4,500	2,609	0	2,609	42.0%	0
Net Expenditure	(2,569)	(1,891)	(4,500)	(2,609)				
<u>207 Flagpole</u>								
1025 Sundry Income	980	0	0	0			0.0%	
Flagpole :- Income	980	0	0	0				0
4241 Maintenance	12	0	500	500		500	0.0%	
Flagpole :- Indirect Expenditure	12	0	500	500	0	500		0
Net Income over Expenditure	968	0	(500)	(500)				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	1,948	8,750	2,100	(6,650)		(6,650)	416.7%	
Coulter Lane Burial Ground :- Indirect Expenditure	1,948	8,750	2,100	(6,650)	0	(6,650)	416.7%	0
Net Expenditure	(1,948)	(8,750)	(2,100)	6,650				
<u>211 Burntwood Town Strategy</u>								
4754 BTS Projects	1,292	0	0	0		0	0.0%	
Burntwood Town Strategy :- Indirect Expenditure	1,292	0	0	0	0	0		0
Net Expenditure	(1,292)	0	0	0				
6000 plus Transfer from EMR	1,292	0	0	0				
Movement to/(from) Gen Reserve	0	0	0	0				

AGENDA ITEM 7 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 Response & Repair Team								
4766 Community repairs - materials	725	514	2,000	1,486		1,486	25.7%	
4767 BURRT vehicle costs	2,639	1,482	4,500	3,018		3,018	32.9%	
Response & Repair Team :- Indirect Expenditure	3,364	1,996	6,500	4,504	0	4,504	30.7%	0
Net Expenditure	(3,364)	(1,996)	(6,500)	(4,504)				
213 Community Events								
1090 Wakes - Pitch Fees	570	570	400	(170)			142.5%	
1100 Wakes Other Income	9,547	9,907	1,500	(8,407)			660.4%	
1101 Christmas	325	60	0	(60)			0.0%	
1102 Play in the Parks	3,380	2,917	2,600	(317)			112.2%	
Community Events :- Income	13,822	13,453	4,500	(8,953)			299.0%	0
4261 All community events	0	0	42,372	42,372		42,372	0.0%	
4262 Christmas Events	10,110	723	0	(723)		(723)	0.0%	
4390 Wakes (all expenditure)	21,501	24,609	0	(24,609)		(24,609)	0.0%	
4398 Markets	8,377	7,297	9,000	1,703		1,703	81.1%	
4761 Play in the Parks	10,340	9,697	0	(9,697)		(9,697)	0.0%	
Community Events :- Indirect Expenditure	50,327	42,325	51,372	9,047	0	9,047	82.4%	0
Net Income over Expenditure	(36,505)	(28,872)	(46,872)	(18,000)				
214 Community Development								
1025 Sundry Income	1,220	1,400	0	(1,400)			0.0%	
Community Development :- Income	1,220	1,400	0	(1,400)				0
4763 Lichfield Garrick Partnership	0	5,000	5,000	0		0	100.0%	
4764 Other Community Projects	8,725	1,196	5,000	3,804		3,804	23.9%	
Community Development :- Indirect Expenditure	8,725	6,196	10,000	3,804	0	3,804	62.0%	0
Net Income over Expenditure	(7,505)	(4,796)	(10,000)	(5,204)				
215 SCAMP								
4550 SCAMP: Maintenance	32	0	250	250		250	0.0%	
SCAMP :- Indirect Expenditure	32	0	250	250	0	250	0.0%	0
Net Expenditure	(32)	0	(250)	(250)				
301 Civic Expenses								
1062 Fundraising	641	0	0	0			0.0%	
Civic Expenses :- Income	641	0	0	0				0

AGENDA ITEM 7 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Chair's Expenses	0	0	60	60		60	0.0%	
4361 General Expenses	127	83	250	167		167	33.3%	
4368 Fundraising - Exps/Distribn	869	10	0	(10)		(10)	0.0%	
Civic Expenses :- Indirect Expenditure	996	93	310	217	0	217	30.1%	0
Net Income over Expenditure	(355)	(93)	(310)	(217)				
6000 plus Transfer from EMR	272	0	0	0				
6001 less Transfer to EMR	44	0	0	0				
Movement to/(from) Gen Reserve	(127)	(93)	(310)	(217)				
<u>302 Better Burntwood incl. grants</u>								
4416 Better Burntwood expenditure	27,151	14,884	27,000	12,116		12,116	55.1%	
4760 S Sutton Bursary/Youth award	2,000	0	2,000	2,000		2,000	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	29,151	14,884	29,000	14,116	0	14,116	51.3%	0
Net Expenditure	(29,151)	(14,884)	(29,000)	(14,116)				
6000 plus Transfer from EMR	1,000	0	0	0				
Movement to/(from) Gen Reserve	(28,151)	(14,884)	(29,000)	(14,116)				
<u>310 Election Expenses</u>								
4701 Election Expenses	0	0	10,600	10,600		10,600	0.0%	
Election Expenses :- Indirect Expenditure	0	0	10,600	10,600	0	10,600	0.0%	0
Net Expenditure	0	0	(10,600)	(10,600)				
<u>401 Burntwood Cemetery</u>								
1000 Burial Fees/Licences/Headstone	31,163	14,844	33,000	18,156			45.0%	
1001 Memorial wall plaques	261	180	100	(80)			180.0%	
Burntwood Cemetery :- Income	31,424	15,024	33,100	18,076			45.4%	0
4019 Employee costs	4,076	2,472	4,230	1,758		1,758	58.5%	
4163 General Office Expenses	572	145	500	355		355	29.0%	
4810 Gravedigging	6,150	3,800	4,900	1,100		1,100	77.6%	
4820 NNDR: Burntwood Cemetery	1,643	2,053	1,725	(328)		(328)	119.0%	
4863 Other Maintenance and Services	5,001	3,928	5,550	1,622		1,622	70.8%	
4864 Grounds maintenance	14,615	6,120	8,300	2,180		2,180	73.7%	
Burntwood Cemetery :- Indirect Expenditure	32,058	18,519	25,205	6,686	0	6,686	73.5%	0
Net Income over Expenditure	(634)	(3,495)	7,895	11,390				

AGENDA ITEM 7 - ENCLOSURE NO. 2A

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
502 Chase Terrace Community Centre								
1079 CTCC room hire & other income	1,096	4,056	5,000	944			81.1%	
Chase Terrace Community Centre :- Income	1,096	4,056	5,000	944			81.1%	0
4022 NNDR	0	0	4,000	4,000		4,000	0.0%	
4023 Water Rates	166	250	300	50		50	83.4%	
4055 Energy	915	1,802	800	(1,002)		(1,002)	225.2%	
4065 CTCC cleaning & maintenance	728	2,152	4,000	1,848		1,848	53.8%	
4066 CTCC administration	0	751	4,500	3,749		3,749	16.7%	
4221 Insurance	96	0	1,100	1,100		1,100	0.0%	
Chase Terrace Community Centre :- Indirect Expenditure	1,905	4,955	14,700	9,745	0	9,745	33.7%	0
Net Income over Expenditure	(809)	(899)	(9,700)	(8,801)				
503 CTCC redevelopment project								
1130 Community Ownership Fund	179,698	0	0	0			0.0%	
CTCC redevelopment project :- Income	179,698	0	0	0				0
4010 COF project expenditure	177,208	36,002	0	(36,002)		(36,002)	0.0%	
CTCC redevelopment project :- Indirect Expenditure	177,208	36,002	0	(36,002)	0	(36,002)		0
Net Income over Expenditure	2,490	(36,002)	0	36,002				
Grand Totals:- Income	703,494	550,888	523,657	(27,231)			105.2%	
Expenditure	663,622	339,350	523,657	184,307	0	184,307	64.8%	
Net Income over Expenditure	39,872	211,538	0	(211,538)				
plus Transfer from EMR	22,905	0	0	0				
less Transfer to EMR	3,243	0	0	0				
Movement to/(from) Gen Reserve	59,534	211,538	0	(211,538)				

BURNTWOOD TOWN COUNCIL - 2026-27 BUDGET
(VERSION 25 11 12 FOR NOVEMBER TOWN COUNCIL)

		<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 7</u> <u>mths, Apr -</u> <u>Oct</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	7,571	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	65,574	
Total	Corporate Income	385,283	403,816	409,139	470,659	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	17,823	
	1071 Unit service charges	26,077	29,729	31,557	18,022	
	1072 Room hire	1,568	2,943	2,000	2,280	
	1025 Sundry income (incl. sheds, recharges for PA Testing)	827	394	50	170	
Total	OMCC income	57,189	63,514	64,868	38,295	62,000
	4019 Employee costs - Caretaker and cleaners	26,356	27,671	29,622	17,585	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	4,437	16,556
	4056 Building & grounds maintenance (Alarms, lift, pest control, parts etc.)	14,830	11,064	13,500	7,433	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	2,841	4,250
Total	OMCC expenditure	64,461	65,935	74,347	41,069	78,638
105 Transport						
	4064 Members travel costs	0	0	150	0	150

**BURNTWOOD TOWN COUNCIL - 2026-27 BUDGET
(VERSION 25 11 12 FOR NOVEMBER TOWN COUNCIL)**

		<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 7</u> <u>mths, Apr -</u> <u>Oct</u>	<u>2026-27</u> <u>Draft</u> <u>budget</u>
107 Supplies and Services, BTC						
1025 Sundry income		26	0	0	0	0
4019 Employee costs		216,721	218,366	234,405	136,787	244,530
4060 Employees car mileage		373	14	400	43	500
4057 Telephones & Broadband		2,325	2,631	2,700	1,577	2,800
4120 Postage		90	187	250	44	250
4139 Computers, software and other office equipment		12,813	12,321	11,000	6,748	12,000
4211 Office expenses (to include stationery, photocopier etc.)		2,433	2,603	2,433	1,089	2,800
4212 Training & conferences		88	490	2,000	290	2,200
4170 Subscriptions to other bodies		300	1,763	2,150	2,344	2,250
4180 Professional fees (from 24/25 incl. those previously under OMC)		6,437	1,249	3,500	2,799	3,500
4220 Bank charges		270	233	280	154	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	157,929	281,520
108 Communications						
4171 All advertising, newsletters, website, social media etc		4,689	5,261	8,500	2,758	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

**BURNTWOOD TOWN COUNCIL - 2026-27 BUDGET
(VERSION 25 11 12 FOR NOVEMBER TOWN COUNCIL)**

		<u>2023-24 Actual</u>	<u>2024-25 Actual</u>	<u>2025-26 Approved budget</u>	<u>2025-26 7 mths, Apr - Oct</u>	<u>2026-27 Draft budget</u>
	4242 Replacement	3,580	0	0	0	0
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

**BURNTWOOD TOWN COUNCIL - 2026-27 BUDGET
(VERSION 25 11 12 FOR NOVEMBER TOWN COUNCIL)**

		<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 7</u> <u>mths, Apr -</u> <u>Oct</u>	<u>2026-27</u> <u>Draft</u> <u>budget</u>
4766	Repairs and improvements - materials etc.	52	725	2,000	514	2,250
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	60	
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	13,453	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	7,297	10,000
4399	Other events expenditure	0	0	0	0	
Total	Events expenditure	52,648	50,327	51,372	42,325	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	1,196	6,000
4763	Lichfield Garrick Partnership			5,000	5,000	5,000
215 SCAMP						
4550	SCAMP: Maintenance	0	32	250	0	250
216 Neighbourhood Plan						
4728	Neighbourhood Plan expenditure	0	0	0	0	0

**BURNTWOOD TOWN COUNCIL - 2026-27 BUDGET
(VERSION 25 11 12 FOR NOVEMBER TOWN COUNCIL)**

		<u>2023-24 Actual</u>	<u>2024-25 Actual</u>	<u>2025-26 Approved budget</u>	<u>2025-26 7 mths, Apr - Oct</u>	<u>2026-27 Draft budget</u>
301 Civic Expenses						
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
302 Better Burntwood incl. grants						
4416 Better Burntwood expenditure		22,770	27,151	27,000	14,884	27,500
(New code) Heritage						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	14,844	33,990
1001 Memorial plaques		82	261	100	180	100
4019 Employee costs		3,908	4,076	4,230	2,472	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	3,928	6,372
4163 General office expenses (e.g. plaque engraving, ICCM)		541	572	500	145	580
Total	Cemetery expenditure	27,674	32,057	25,205	18,519	27,118
501 Capital Expenditure						
4901 OMCC refurbishment works		0	0	0	0	0

**BURNTWOOD TOWN COUNCIL - 2026-27 BUDGET
(VERSION 25 11 12 FOR NOVEMBER TOWN COUNCIL)**

		<u>2023-24 Actual</u>	<u>2024-25 Actual</u>	<u>2025-26 Approved budget</u>	<u>2025-26 7 mths, Apr - Oct</u>	<u>2026-27 Draft budget</u>
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	4,056	18,000
4022	NNDR	0	0	4,000	0	4,000
4023	Water rates	0	166	300	250	330
4055	Energy	41	915	800	1,802	1,550
4065	CTCC cleaning & maintenance	1,021	728	4,000	2,152	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	4,955	16,510
503 CTCC redevelopment project						
	1130 Community Ownership Fund		179,698	0	0	
4010	COF project expenditure		177,208	0	36,002	
	TOTAL INCOME	509,547	703,494	523,657	550,888	559,576
	TOTAL EXPENDITURE	715,403	663,622	523,657	339,350	559,576
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	205,856	39,872	0	211,538	0

Entering a Council Tax Band D to Set a Precept

	2025/26	2025/26
Band D Council Tax	£46.78	£49.12
Council Tax Base	8,485.60	8,485.60
Gross Precept	396,939	416,786

Change	
£	%
£2.34	5.00%
0.00	0.00%
19,847	5.00%

**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

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
THURSDAY 06 NOVEMBER 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Galvin (in the Chair)
Councillors Banevicius, D Ennis, Evans, Norman, Swain, Tranter and Wittstock

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk

PUBLIC FORUM

No members of the public were present.

- 16. APOLOGIES FOR ABSENCE** were received from Councillor Hancox, Councillor P Taylor and Councillor Woodward.

17. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

18. MINUTES

Members 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 22 September 2025 (Minute Nos. 9-15) be approved as a correct record.

19. SCHEDULE OF PAYMENTS

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

Councillor Norman referred to the payment made to S Darby Building Contractors Limited – Coulter Lane Burial Ground (Wall Deposit) and asked if there was a specific item(s) which this related to and asked if the repair to the wall had started yet. The Town Clerk confirmed that the repair to the wall had commenced and the deposit related to the purchase of materials.

Councillor Norman referred to the two payments made via the petty cash for whiteboard items and asked if this was two separate visits on the same day. The Deputy Clerk confirmed that it was one visit however there was two separate purchases. This was merely to obtain some change.

RESOLVED That the schedule of payments from 24 September 2025 to 31 October 2025 in the sum of £52,071.17 and the Petty Cash Spend from 23 September 2025 to 22 October 2025 be approved and noted.

20. WORKS PROGRAMME

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

In respect of Item 1 – Brighter Burntwood, the Town Clerk confirmed that this would be discussed further on in the agenda.

With regard to Item 2 – Market Recommissioning, referring to Minute No. 49 (Community and Partnerships Committee dated 22 January 2025 refers), the Town Clerk confirmed that he had advertised for expressions of interest on 04 August 2025 with a closing date of 15 September 2025 and confirmed that three bids from organisations had been received. He confirmed that these would be discussed further on in the agenda under Confidential.

With regard to Item 3 – Coulter Lane Wall, the Town Clerk confirmed that work had commenced to repair the damaged wall.

With regard to Item 4 – The creation of a series of videos to promote the work of Burntwood Town Council, referring to Minute No. 15 (22 September 2025 refers), the Town Clerk confirmed that he had advertised for expressions of interest on 20 October 2025 with a closing date of 16 November 2025 and confirmed that he had already received interest.

With regard to Item 5 – Installation of cycle rack at the Community Centre, the Town Clerk confirmed that a specific location needed to be identified and cycle rack would be installed in December 2025 (weather dependent).

With regard to Item 1 – Brighter Burntwood, Councillor Norman stated that he would like to see more plants in the planters which the Town Council already have.

Councillor Norman made reference to the unknown tommy statues around the Town and felt that the statue chained to the lamppost does not look good. The Town Clerk explained that previously one of the statues had been stolen and he felt that the statue needed to be made secure. Councillor D Ennis stated that in all of the years that the statues had been placed around the Town only one had been stolen and he felt that personally he would not have put the chain on.

With regard to Item 6 – Community Asset Transfer, the Town Clerk explained that this was new to the works programme and would be ongoing. Referring to Minute No. 13 – Works Programme (22 September 2025 refers), Councillor D Ennis referred to previous discussions and provided a mild update. He referred to the proposals to create a unitary council (dissolving of Lichfield District Council) and confirmed that he would be meeting with District Council officers on 25 November 2025 to discuss further the draft Business Plan which had been submitted to Lichfield District Council. Councillor D Ennis explained that the draft Business Plan referred to asset transfer namely memorials, parks, car parks, bowling green and any strategical pieces of land. He felt that the real part of the deal was financial and he felt that some of the maintenance costs associated therewith could be mitigated through partnerships and precept. Councillor D Ennis explained that the asset transfer would lead to community led/driven decisions.

With regard to asset transfer, Councillor Tranter referred to previous discussions relating to the transfer of the parks to the Town Council which had taken place sometime

ago. She explained that the Burntwood council tax payer already pays towards the parks. She also referred to transfer of staff and costs associated therewith. Councillor D Ennis stated that he could not answer that question at the moment as the Town Council had only submitted an expression of interest which the District Council had accepted and a draft Business Plan.

With regard to Item 7 – On-going Policy Review, referring to Minute No. 13 – Works Programme (22 September 2025 refers) the Town Clerk confirmed he was working on a forward plan for the next 12 months. Councillor D Ennis stated that the Health and Safety Policy which had been on display had been out of date and needed to be reviewed every year. He stated that policies and procedures may not need updating every year, some could just be for noting by this Committee as there had been no changes from the previous one, others may need to be reviewed and amended but this was good due diligence.

With regard to completed items, the Town Clerk confirmed that a bleed kit had been used following an incident at the Old Mining College Centre. Councillor D Ennis suggested that now that the bleed kits were installed in the defibrator boxes (the ones which were maintained by the Town Council) that the budget heading (cost centre & nominal code) he felt needed to include for maintenance of both defibrillators and bleed kits.

With regard to completed items, Councillor D Ennis referred to the recently refurbished fingerpost and stated that he had been asked to see if the missing finger could be replaced on the fingerpost at the bottom of Farewell Lane. It was **AGREED** that the Town Clerk would look at the cost and practicalities of replacing the missing finger.

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

21. BRIGHTER BURNTWOOD 2026

The Town Clerk explained the options/proposals available for the Brighter Burntwood 2026 initiative, including additional floral displays and options regarding the renewal of the wildflower meadow on Sister Dora Avenue. He did emphasise that the budget allocation was only draft at this stage and needed to be agreed by Full Council.

The Town Clerk explained that officers propose to work with Lichfield District Council to identify and agree suitable new locations for planters in 2026. Potential new sites could include public open space at the top of Chasetown High Street, Sankey's Corner, Morley Road Shopping area, outside community facilities such as Burntwood Library and Chase Terrace Community Centre. Town Clerk asked if any Members had any potential new locations could these be channelled through Councillor Norman, who is the lead Councillor on this project.

With regard to Option A - the wildflower meadow on Sister Dora Avenue, the Town Clerk explained that in year 1 he felt the wildflower meadow had been a success however not so this year (this could be due to many factors). Councillor Norman recalled that this idea was originally proposed due to parking of vehicles on the land. He felt that it was disappointing not to know why it had failed. Councillor Wittstock stated that the Town Council could encounter the same problems this year and explained that wildflower seed was not self-seeding and she would prefer Option B – Replacing with low maintenance planting. Even though Option B was more expensive, Councillor Wittstock felt that this would be the best option because the option referred to planting of perennials. The Town Clerk confirmed that more seed was added this year to the area on Sister Dora Avenue but unfortunately it had failed.

Referring to Option B, Councillor D Ennis referred to the area planted in Oakdene Road and felt that there was not a great difference in cost between Option A and Option B and Option B would contribute to a Brighter Burntwood by using perennials.

Councillor Evans agreed with the low maintenance planting and Councillor Tranter suggested trying Option B for 2026 and if that failed consider Option C – Discontinue and Grass Over going forward.

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

RESOLVED That the contents of the report be noted and that Option B – Replace with low maintenance planting (perennials) be approved for 2026 for Sister Dora Avenue and that this be reviewed for 2027.

22. ANNUAL REVIEW OF BURNTWOOD CEMETERY

The Town Clerk confirmed that it was his intention to bring a report on Burntwood Cemetery to this Committee every November. He felt that the Town Council should be really proud of the cemetery. The report detailed the last 12 months of activity.

The Town Clerk explained that the current deficit related to essential tree works at the cemetery but at the end of the year it should show a surplus.

Members discussed in length the charges associated with infant burials. It was noted that even though there was no charge for the interment of an infant, there was a charge for the Exclusive Right of Burial (ERB). Members were asked to consider three options - to waive 100% of the ERB cost for interment of deceased upborn prior to 24 weeks; to offer a discount up to 50% upon application to the Town Clerk and with the approval of the Chair of this Committee and to maintain the current charges.

Councillor D Ennis stated that the cost of an infant funeral for a stillborn baby 24 weeks or more can be reclaimed from the Children's Funeral Fund and that there is support from organisations such as SANDS, the Natural Death Service, and others. From information given by the Town Clerk, Councillor D Ennis confirmed that there had recently been two cases who had both paid the full fee. The Town Clerk confirmed that the ERB paid towards long term maintenance of the cemetery.

Councillor Evans felt that this could be an emotional time and each person feels differently and stated that SAND do a great job of supporting people at this time in their lives.

Councillor Galvin said that he had given this some thought and he now felt that because this is a low number of cases, we needed to apply the Town Council's current policy for consistency. Councillor Wittstock stated that perhaps in five years' time the Town Council could look again. Councillor Norman agreed that a review would be a good idea as this was the first time this subject had been discussed.

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

RESOLVED That the contents of the report be noted and that Option C – to maintain the current charges be approved.

23. DRAFT BUDGET 2026/27

The Town Clerk explained that this Committee does not decide on the budget, Full Council do.

Councillor D Ennis confirmed that he would be taking a 5% increase option to his group for discussion and asked Councillor Tranter, as Leader of the Opposition, if she could pass on any suggestions/feedback from her group to himself.

24. 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.

25. CLAIM FOR ADDITIONAL HOURS WORKED BY RESPONSIBLE FINANCE OFFICER

See Confidential Report.

26. MARKET TENDERS

See Confidential Report.

(The Meeting closed at 7.20 pm)

Signed

Dated

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
WEDNESDAY 15 OCTOBER 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Gittings (in the Chair)

Councillors Bishop, Bullock, D Ennis, L Ennis, Hancox, Kube, Swain, P Taylor, and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No members of the public were present.

25. APOLOGIES FOR ABSENCE were received from Councillor S Taylor.

26. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

The District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

27. BuRRT UPDATE

In the absence of the Burntwood Response and Repair Team, due to illness and other commitments, an option was given to Members on whether or not they wished to defer the consideration of purchasing an A-frame pavement sign. Councillor P Taylor asked as the A-frame was A2 did the Town Council have the ability to print inhouse. The Deputy Clerk confirmed that any A2 printing would need to be outsourced. Councillor P Taylor informed Members that he had recently purchased an A-frame which included two printed corrugated plastic boards at a cost of £69 plus VAT.

Councillor D Ennis felt that the BuRRT vehicle was advertising in itself and asked what the ultimate goal was. If it were to achieve more engagement then for example 'Report Your Issues Here → QR Code' may be more cost-effective. Currently when you scan the QR Code on the vehicle it takes you to the home page on the Town Council website. Perhaps this could link to a form which could be submitted to the BuRRT email.

The Deputy Clerk confirmed that an advert had been placed in the Lichfield and Burntwood Independent on Thursday 02 October promoting BuRRT however this had resulted in no enquiries.

Councillor Swain felt that members of the public would look at an A-frame rather than a vehicle. Councillor Bishop referred to the size of the vehicle and in particular storage capacity.

Councillor P Taylor explained an A-frame could have dual usage and the A-frame could be used to promote other events. Councillor D Ennis asked is the Committee being asked to look at a Town Council A-frame or an A-frame relevant to BuRRT. He

felt that members of the public can look at the signage on BuRRT twenty four seven (whether the vehicle is out and about or parked outside of the Old Mining College Centre).

RESOLVED That

- a. the Deputy Clerk to obtain a cost per copy (A2 printing).
- b. the Deputy Clerk to obtain a quotation for 'Report Your Issues Here →' and seek confirmation from our website provider on how the current QR code could link into a reporting form.
- c. the report of activities be noted.

Post Note

The cost per copy for A2 printing – 1 to 3 would be £16 each plus VAT; 4 to 9 would be £13 plus VAT.

28. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 15 September 2025 (Minute Nos. 19-24) be approved as a correct record.

29. INFORMATION FROM THE MINUTES

Public Consultation Event – Cameron Homes Land south of Highfields Road, Chasetown

Following on from the Planning and Development Committee meeting held on 16 June 2025, The Deputy Clerk explained that a public consultation event had taken place on Thursday 02 October 2025 at Chasetown Football Club. This had given Cameron Homes an opportunity to engage with residents, businesses, and other stakeholders and to seek their views on the proposed development (of up to 450 homes) on land south of Highfields Road, Chasetown. The event had been well attended.

30. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-------------------------------|--|---------------------------------------|
| (a) | 25/01108/FUH | Summerfield
and All Saints | Mr Hubble
177 Chase Road
Burntwood | Reinstatement (rebuild)
of carport |
|-----|--------------|-------------------------------|--|---------------------------------------|

No objection.

- | | | | | |
|-----|--------------|---------------|-----------------------------|--------------------------------|
| (b) | 25/01163/FUH | Chase Terrace | Mrs Martin
9 Paget Drive | Proposed new
boundary fence |
|-----|--------------|---------------|-----------------------------|--------------------------------|

Burntwood

No objection in principle however the Local Planning Authority to ensure that the proposed new boundary fence does not reduce the openness and change the character of the streetscene and lead to the proliferation of similar developments in the immediate area.

- | | | | | |
|-----|--------------|--------------------------|---|---|
| (c) | 25/01141/FUH | Boney Hay
and Central | Mr Ritbergeris
33 Bridge Cross Road
Burntwood | Erection of a single
storey two bedroom
granny annexe |
|-----|--------------|--------------------------|---|---|

If the proposal is approved the granny annexe should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 33 Bridge Cross Road and shall not be used, sold, or let as a separate dwelling.

- | | | | | |
|-----|--------------|-------------|---|--|
| (d) | 25/01166/FUH | Gorstey Ley | Mr Hall-Woodcock
57 Church Road
Burntwood | Replacement of
cement render,
erection of a single
storey rear extension
and detached
outbuilding |
|-----|--------------|-------------|---|--|

No objection in principle however if the Local Planning Authority is mindful to approve the application, then the materials used must be sympathetic to the historic and architectural character of the listed building.

- | | | | | |
|-----|--------------|-------------|---|--|
| (e) | 25/01167/LBC | Gorstey Ley | Mr Hall-Woodcock
57 Church Road
Burntwood | Works to listed building
to enable the
replacement of cement
render, erection of a
single storey rear
extension and
detached outbuilding |
|-----|--------------|-------------|---|--|

No objection in principle however if the Local Planning Authority is mindful to approve the application, then the materials used must be sympathetic to the historic and architectural character of the listed building.

- | | | | | |
|-----|--------------|-----------|---|--|
| (f) | 25/01117/FUL | Chasetown | Nick & Stuart Property Ltd
13 High Street
Chasetown | Demolition of existing
buildings and erection
of 2 no. two bedroom
apartments and
associated works |
|-----|--------------|-----------|---|--|

OBJECTION. Members felt that there is already inadequate parking provision around the site and this needed to be addressed.

(The Meeting closed at 6.27 pm)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
MONDAY 17 NOVEMBER 2025 COMMENCING AT 6.01 PM**

PRESENT

Councillor Gittings (in the Chair)
Councillors Bishop, D Ennis, L Ennis, Hancox, Kube, Swain, and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No members of the public were present.

- 31. APOLOGIES FOR ABSENCE** were received from Councillor Bullock, Councillor S Taylor, and Councillor P Taylor.

32. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

The District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

33. BuRRT UPDATE

Referring to Minute No. 27 – BuRRT Update (15 October 2025 refers), and in particular to Councillor D Ennis's comments where he thought that the BuRRT vehicle was itself an advertising platform, the Deputy Clerk confirmed that a quotation had been received in the sum of £56.86 plus VAT which included QR codes, Report your issues here → and removal of old QR codes and adhesive before application of new decals. To clarify the Deputy Clerk asked if Members wished to also pursue with the purchase of an A-frame. Members confirmed that the A-frame was not required.

Referring to members of the public who are less technical or those who do not own a smartphone, Councillor Gittings suggested a printed form so that all members of the public could report issues and these could be made available at Town Council events e.g. the Burntwood Markets.

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

RESOLVED That the decals be ordered in the sum of £56.86 plus VAT and that a form be printed.

Referring to the BuRRT reported activities, Councillor D Ennis asked if the column headed Ward could be amended to better reflect the description as he felt that work undertaken at the Old Mining College Centre should not be warded up as Chasetown but OMCC.

RESOLVED That the report of activities be noted and that the form be amended accordingly to reflect the comments made by Councillor D Ennis.

34. MINUTES

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

It was proposed by Councillor L Ennis and seconded by Councillor D Ennis and following a unanimous show of hands it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 15 October 2025 (Minute Nos. 25-30) be approved as a correct record.

35. INFORMATION FROM THE MINUTES

The Deputy Clerk explained that there was no Information from the Minutes to report on this occasion.

36. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|---------------|--|---|
| (a) | 25/01154/FUL | Chase Terrace | Mr J Bradshaw
Bleak House Farm
Ironstone Road
Burntwood | Erection of single storey extension to café/farm shop |
|-----|--------------|---------------|--|---|

Whilst there are no objections to the principle of the works, the Local Planning Authority must satisfy themselves that the proposal conforms to Green Belt criteria.

- | | | | | |
|-----|--------------|-----------|--|--|
| (b) | 25/01176/COU | Highfield | Mr and Mrs Newton
The Barn
Padbury Lane
Burntwood | Conversion of the existing barns into four dwellings with gardens and all other associated works |
|-----|--------------|-----------|--|--|

OBJECTION to the change of use of agricultural buildings to form 4 dwellings as the dwellings would have a significant impact on the green belt and represents inappropriate development.

- | | | | | |
|-----|--------------|-----------------------|---|---------------------------------------|
| (c) | 25/01260/FUH | Boney Hay and Central | Mr Constantine
205 Rugeley Road
Chase Terrace | Proposed single storey rear extension |
|-----|--------------|-----------------------|---|---------------------------------------|

No objection.

- | | | | | |
|-----|--------------|---------------|---|------------------------------|
| (d) | 25/01296/FUH | Chase Terrace | Mr and Mrs Pye
19 Hill Lane
Burntwood | Single storey rear extension |
|-----|--------------|---------------|---|------------------------------|

No objection.

(e)	25/01323/FUH	Boney Hay and Central	Mr Fisher 14 Birch Terrace Burntwood	New pitched roof on existing garage/gym
	No objection.			
(f)	25/01353/FUH	Summerfield and All Saints	Mrs Beardmore 54 St Pauls Road Burntwood	Loft conversion to existing bungalow with front dormer window
	No objection.			
(g)	25/01377/FUH	Boney Hay and Central	Mr Hiphiss 33 Boney Hay Road Burntwood	Retention of single storey front extension
	No objection.			
(h)	25/01321/FUH	Boney Hay and Central	Miss McAlinden 2 Lymington Road Burntwood	Proposed single storey rear extension and garage conversion
	No objection.			
(i)	25/01391/ADV	Chasetown	Kia UK Limited Acorn Kia Cannock Road Chase Terrace	Erection of 1 no. illuminated totem sign, 1 no. illuminated text and logo sign and 1 no. non-illuminated entrance gate

No objection in principle however the Local Planning Authority to be mindful of the accumulated effect of the previous applications and operating hours of the signs (avoid unsociable hours) to minimise any detriment to nearby neighbours.

(The Meeting closed at 6.18 pm)

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 10 NOVEMBER 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)

Councillors Bishop (from 6.06 pm), D Ennis, R Ennis, Gittings, Kube, P Taylor, Tranter, Willis-Croft and Wittstock

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms K Horner, Community Development and Engagement Officer

PUBLIC FORUM

No members of the public were present.

Councillor Evans welcomed Councillor Kube to her first meeting of the Community and Partnerships Committee.

20. APOLOGIES FOR ABSENCE were received from Councillor Coe MBE and Councillor Kirkham.

21. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Kube declared an interest in Agenda Item 5 ix Better Burntwood Fund as she is a member of Burntwood Rotary Club and 5 vii Better Burntwood Fund – Cogs Prepares 4 Life CIO.

As Chair of Trustees of Burntwood Memorial Association and by way of transparency, Councillor P Taylor confirmed that in respect of Agenda Item 5 iv Better Burntwood Fund – Burntwood Breast Care and 5 viii Better Burntwood Fund – Burntwood Gardening Guild he confirmed that these groups hire a room at the institute and 5 vii Better Burntwood Fund – Cogs Prepares 4 Life CIO operate their business out of the grounds at the institute.

Councillor Evans declared an interest in Agenda Item 5 ix Better Burntwood Fund as she knows a member of Burntwood Rotary Club.

22. MINUTES

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

It was proposed by Councillor R Ennis and seconded by Councillor Gittings and following a unanimous show of hands it was

RESOLVED That the Minutes of the Community and Partnerships Committee held on 08 September 2025 (Minute Nos. 10-19) be approved as a correct record.

23. COMMUNITY ENGAGEMENT

Councillor Evans informed Members that she, together with other Councillors, had attended on 22 October 2025 Burntwood Library's 70th Birthday Celebration and that she, together with other Councillors, had attended Remembrance Parades and Services which had taken place around the town on Sunday 09 November as she felt that it was important to remember those who gave their lives for us and thanked all of the young people who attended and particularly the uniformed brigades who participated in the services around Burntwood.

Councillor D Ennis informed Members that on 18 October 2025 he had attended the 1st AGM and presentation evening of 2nd Chasetown Scout Group. He explained that the Chair of Council had handed out the awards and talked about the winners amazing achievements. Councillor D Ennis confirmed that on 09 October 2025 he together with the Chair of Council had attended St Anne's 160th Anniversary which had also included the launch of the Friends of St Anne's. Councillor D Ennis informed Members that on 14 October 2025 he had had the privilege of attending and speaking at an event held at Chasetown Football Club. It was a great opportunity to engage with community leaders, local stakeholders, and passionate individuals committed to making a difference through sport and community initiatives. He stated that it was exciting to see the positive impact of Chasetown Football Club within our community and their dedication to inclusivity, youth development, and community engagement. He looked forward to supporting their future projects and continuing our collaborative efforts to boost local wellbeing and opportunities for all.

Councillor P Taylor referred to Creative Burntwood (an initiative financially supported by the Town Council). As Chair of Trustees of Burntwood Memorial Association, he confirmed that he had attended the Creative Burntwood Steering Group on 06 November 2025. He also confirmed that the Community Choir taster session was taking place tonight at St John's Community Centre (the next one is on 08 December 2025). Councillor P Taylor also confirmed that as part of Creative Burntwood Jonny Cole would be appearing at Burntwood Memorial Hall on 13 May 2026.

The Community Development and Engagement Officer highlighted the upcoming joint event that would be held with Pathway on White Ribbon Day (Tuesday 25 November), as part of the Town Council's commitment as a White Ribbon Supporter Organisation. Members were invited to attend by registering using the link that was sent to them via email.

The Community Development and Engagement Officer informed Members that she, along with Councillor L Ennis and Councillor D Ennis, had met with members of Burntwood and District u3a to officially open the newly installed defibrillator on Oakdene Road that u3a gifted to the town in recognition of their 10th birthday. She also referred to the Burntwood Skatepark's official opening on 31 October 2025.

The Community Development and Engagement informed Members that Councillor L Ennis' 24 hour fundraising walk for the British Wildlife Rescue Centre will be going ahead on 28 – 29 November and this is now being publicised. Members were asked to support by sharing information about the walk online, with their contacts and by putting up posters which were provided.

The Community Development and Engagement confirmed that she together with Councillor Evans had met with two of the commissioning projects, Burton and District Mind, and Burntwood Be a Friend and St Annes (joint project) for an informal

discussion about the projects and both meetings reported positive outcomes and further anecdotal information about the success of the activities on offer. She explained that a date to meet with Platinum Boxing, the third commissioning project, is in the process of being arranged.

24. BETTER BURNTWOOD FUND

Councillor Evans informed Members that there was £7,126 left in the Better Burntwood Fund application budget for 2025/26.

Members referred to each of the applications received in depth.

24a. Mind Matters Burntwood (MMB)

It was proposed by Councillor P Taylor and seconded by Councillor D Ennis and following a show of hands it was

RESOLVED That Mind Matters Burntwood (MMB) be awarded £450 towards the cost of room hire, administrative expenses and publicity.

24b. Mindfulness, Awareness and Martial Arts (MAMA UK)

Councillor Wittstock referred to other sources of funding received within the last 12 months by MAMA UK from We Love Lichfield and Lichfield District Council and Councillor Tranter, which was seconded by Councillor Wittstock, suggested that the amount awarded could be reduced to £300.

Following further discussion, it was proposed by Councillor P Taylor and seconded by Councillor Kube and following a show of hands it was

RESOLVED That Mindfulness, Awareness and Martial Arts (MAMA UK) be awarded £500 towards a dumbbell rack, weights, and bench.

24c. Active 60s Group

Referring to Minute No. 31.1 (07 November 2024 refers), Councillor P Taylor felt that this application was similar to last years. Following the previous resolution, the Community Development and Engagement Officer confirmed that she did speak to members of Active 60s. She explained that traditionally they had always been based at Burntwood Library and were reluctant to move (there is cheaper room hire at another venue in the town).

Councillor D Ennis felt that the situation had now changed (for example there was now no car parking at their current venue) and felt that alternative, cheaper venues could be explored. Councillor Willis-Croft felt that an invitation could be extended to the group to visit the Chase Terrace Community Centre.

It was proposed by Councillor D Ennis and seconded by Councillor P Taylor and following a show of hands it was

RESOLVED That Active 60s Group be awarded £500 and that the Community Development and Engagement Officer speaks to the Group to offer support on other sources of funding and more cost effective ways of running.

24d. Burntwood Breast Care

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

RESOLVED That Burntwood Breast Care be awarded £300 towards the cost of room hire.

24e. Burntwood Family History Group

Referring to Minute No. 44.1 (22 January 2025 refers), Councillor Wittstock highlighted the fact that this was the same application as previously submitted (i.e. for membership fees). Councillor P Taylor stated that the Council may look to fund this separately because it helps to publicise the town (helps with attachment to the town). Councillor D Ennis suggested that there could be a line in the budget for heritage which could be reviewed annually by the Community and Partnerships Committee and which could be ratified by Full Council when setting the budget.

It was proposed by Councillor D Ennis and seconded by Councillor P Taylor and following a show of hands it was

RESOLVED That Burntwood Family History Group be awarded £349.98 towards the purchase of Ancestry All Access Membership (18 April 2026 – 17 April 2027) and Find My Past UK 12 Month Premium Membership (29 April 2026 – 28 April 2027).

24f. Chasetown Football Club – Care & Compassion Project

It was proposed by Councillor D Ennis and seconded by Councillor P Taylor and following a show of hands it was

RESOLVED That Chasetown Football Club – Care & Compassion Project be awarded £500 towards the 18 week programme (1 hour a week delivery), equipment and blankets.

24g. Cogs Prepares 4 Life CIO

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

RESOLVED That Cogs Prepares 4 Life CIO be awarded £360 towards the purchase of 18 sleepers.

24h. Burntwood Gardening Guild

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

RESOLVED That Burntwood Gardening Guild be awarded £149 towards the Royal Horticultural Society Affiliation (01 April 2026 – 31 March 2027); NFU Mutual Insurance (through RHS) (01 February 2026 – 31 January 2027) and National Vegetable Society Affiliation (01 January 2026 – 31 December 2026).

24i. Burntwood Rotary Club

Referring to Minute No. 14 (08 September 2025 refers), Councillor P Taylor referred to previous discussions thereon and confirmed that even though the application was dated 05 September 2025 it had been received too late to be formally considered at the last Committee. Even though the application had indicated that they had not received any other funding within the last 12 months, Councillor P Taylor confirmed that they had applied for funding via Lichfield District Council's Councillor Community Fund and had also secured a local business as a sponsor for the event. It was noted that the funding breakdown and total amount requested on the application had been £3,000 however if a grant were awarded it could not exceed £500.

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

RESOLVED That Burntwood Rotary Club be awarded £500 towards the Burntwood Community Christmas Event at Burntwood Island on Sunday 23 November 2025. As the grant awarded will not cover the full costs associated with the event, Burntwood Rotary Club to confirm where the rest of the money is coming from.

25. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2025

Referring to the informal update relating to the Christmas Events for 2025, Councillor Evans asked if Members had any questions. The content of the informal update was received and noted.

Councillor D Ennis referred to the email which had today been sent by the Deputy Clerk asking for Members help and support at the Sankey's Corner Christmas Event to be held on Saturday 29 November. He asked if Members could respond promptly and confirmed that he would be on site all day.

26. INFORMAL UPDATE ON THE BURNTWOOD WAKES FESTIVAL 2026

Referring to the summary of the Burntwood Wakes Festival Organising Group Meeting held on 16 October 2025, Councillor Evans asked if Members had any questions. The content of the summary was received and noted.

27. INFORMAL UPDATE ON THE PLAY IN THE PARKS EVENTS 2026

Referring to the informal update relating to the Play in the Parks events for 2026, Councillor Evans asked if Members had any questions. The content of the informal update was received and noted.

Even though it may appear to be a bit late in the day, Councillor P Taylor suggested a de-brief from the event management company who helped on the day of the events would be useful. The Deputy Clerk confirmed that she had already discussed this in depth and received a de-brief on 01 September 2025 from the event management company.

28. COMMISSIONING PROGRAMME UPDATE

Councillor Evans informed Members that the report was for information purposes only and no decision was required by the Committee. The Community Development and Engagement Officer gain a project update summary.

29. BURNTWOOD LIONS WHITE GOODS SCHEME UPDATE

Councillor Evans informed Members that the report was for information purposes only and no decision was required by the Committee.

Councillor Tranter asked if the funds provided by the Town Council stop the same every year. The Community Development and Engagement Officer confirmed that the funds provided were £4,120 for 2025/26 whilst the funds provided in 2024/25 were £4,000 (a 3% increase in line with the precept agreed by Full Council on 20 January 2025 (Minute No. 73 refers).

30. 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.

31. REVIEWING APPLICATIONS FOR THE BURNTWOOD TOWN COUNCIL STUDENT AWARD IN MEMORY OF STEPHEN SUTTON MBE

See Confidential Report.

(The Meeting closed at 7.55 pm)

Signed

Date