



The Old Mining College
Queen Street
BURNTWOOD
WS7 4QH

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

Our Ref: SL/JM

19 January 2026

To: All Members of the Policy and Resources Committee

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

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet on **Monday 26 January 2026 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 06 November 2025 (Minute Nos. 16-26) **(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. WELLBEING STATEMENT

Members are asked to consider and approve a Wellbeing Statement that describes the Town Council's commitment to supporting the wellbeing of the town's residents **(ENCLOSURE NO. 4)**.

7. 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.

8. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of a meeting of the Policy and Resources Committee held on 06 November 2025 (Minute Nos. 24-26) **(ENCLOSURE NO. 5 - PINK)**.

9. CHASE TERRACE COMMUNITY CENTRE: MANAGEMENT RESPONSIBILITY AND PAY INCREMENT – COMMUNITY DEVELOPMENT AND ENGAGEMENT OFFICER

See Confidential Report **(ENCLOSURE NO. 6 - 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
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

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
1	27	10	25		MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period Sept-25	DD	107/4211	13.71	2.74	16.45
2	01	11	25		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
3	06	11	25		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
4	10	11	25		One Stop	Xmas Wrapping Paper (10)	CARD	213/4262	8.33	1.67	10.00
5	10	11	25		B&M	Xmas Selection Packs 78g (300)	CARD	213/4262	322.50	64.50	387.00
6	12	11	25		EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	32.00	6.40	38.40
7	13	11	25		Amazon	Xmas Presents (non chocolate)	CARD	213/4262	23.12	1.85	24.97
8	14	11	25			Employee Costs Month 8	BACS	107/4019 & 104/4019	13,035.29	0.00	13,035.29
9	14	11	25			LGPS Month 8	BACS	107/4019 & 104/4019	4,863.87	0.00	4,863.87
10	14	11	25			NI/PAYE Month 8	BACS	107/4019 & 104/4019	4,749.77	0.00	4,749.77
11	14	11	25		G E Collis & Sons Limited	Portable Gas Stove, 15mm Pipe Cutter, Tap Glands	BACS	104/4056	64.60	12.91	77.51
12	14	11	25		G E Collis & Sons Limited	Sharpening Stone, 3 in 1 Oil, Mortice Latches, Chrome Hinges	BACS	104/4056	61.64	12.32	73.96
13	14	11	25		G E Collis & Sons Limited	Blades	BACS	104/4056	33.00	6.58	39.58
14	14	11	25		G E Collis & Sons Limited	Latches, PVC Angle, Silicone	BACS	104/4056	26.79	5.33	32.12
15	14	11	25		G E Collis & Sons Limited	Anti Slip Tape, Gaffa Tape, Hazard Tape, Bathroom Lock	BACS	104/4056	46.32	9.24	55.56
16	14	11	25		G E Collis & Sons Limited	Shovel, Leaf Scoops, Brass Nuts	BACS	104/4056	36.05	7.21	43.26
17	14	11	25		G E Collis & Sons Limited	Ladder Hooks, Padlocks, Hooks	BACS	104/4056	30.17	6.03	36.20
18	14	11	25		G E Collis & Sons Limited	Yellow Plugs, Bolts	BACS	104/4056	30.54	6.12	36.66
19	14	11	25		Bert and Gerts Limited	Market 12.10.25	BACS	213/4398	420.00	84.00	504.00
20	14	11	25		British Gas	Community Centre Electricity period 12.09.25 to 12.10.25	BACS	502/4055	17.40	0.87	18.27
21	14	11	25		Source for Business	Community Centre Water period 23.05.25 to 30.09.25	BACS	502/4023	88.85	0.00	88.85
22	14	11	25		Chase Engraving Centre	Cemetery Memorial Plaque	BACS	401/4163	25.00	0.00	25.00
23	14	11	25		Brindley, Twist, Tafft & James	Personal Injury Claim	BACS	107/4180	1,800.00	204.00	2,004.00
24	14	11	25		inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups Oct 25	BACS	108/4171	229.00	45.80	274.80
25	14	11	25		Clean All (Windows) Limited	OMCC Window Cleaning	BACS	104/4059	89.70	17.94	107.64
26	14	11	25		Clean All (Windows) Limited	Community Centre Window Cleaning	BACS	502/4065	43.79	8.76	52.55
27	14	11	25		Clean All (Windows) Limited	Community Centre Eastgate Street One Off Clean	BACS	502/4065	30.00	6.00	36.00
28	14	11	25		Staffordshire Pest Control Ltd	OMCC - Pest Control period 22.10.25 to 21.01.26	BACS	104/4056	60.00	12.00	72.00
29	14	11	25		Screwfix	Masonry Bits 5 Piece Set, Flexible Tap Connector	BACS	104/4056	11.32	2.26	13.58
30	14	11	25		Screwfix	Community Centre - Magnusson Box Level, Jointing Knife	BACS	502/4065	25.80	5.17	30.97

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
31	14	11	25		Screwfix	Community Centre - Flat Brush, Polyfilla	BACS	502/4065	14.47	2.90	17.37
32	14	11	25		Screwfix	Universal Boss Pipe, Drill Bit Set, Waterproof Box Kit	BACS	104/4056	49.04	9.82	58.86
33	14	11	25		Screwfix	Flat Drill Bit Set 8 Piece	BACS	212/4766	24.98	5.00	29.98
34	14	11	25		Screwfix	Impact Duty Bits 10 Piece	BACS	212/4766	10.82	2.16	12.98
35	14	11	25		Screwfix	Club Hammer 1kg	BACS	104/4056	7.49	1.50	8.99
36	14	11	25		Yee Group Limited	OMCC - Fire Alarm Panel - Batteries	BACS	104/4056	181.18	36.24	217.42
37	14	11	25		British Gas	Community Centre Gas period 22.09.25 to 22.10.25	BACS	502/4055	103.57	5.18	108.75
38	14	11	25		P C Paramedics	IT Support (period 18.10.25 to 30.11.25)	BACS	107/4139	467.79	93.55	561.34
39	14	11	25		P C Paramedics	IT Support (period 01.11.25 to 30.11.25)	BACS	107/4139	231.00	46.20	277.20
40	14	11	25		Cathedral Leasing Limited	OMCC Supply of Hygiene Services (Quarterly)	BACS	104/4059	84.48	16.90	101.38
41	14	11	25		J&M Electrical Supplies	VTAC 15W LED Bulkhead, Fusebox 'A' Garage Board	BACS	104/4056	230.00	46.00	276.00
42	14	11	25		DTH Churchyard & Cemetery Serv	Cemetery Grave Digger	BACS	401/4810	1,740.00	0.00	1,740.00
43	14	11	25		Sage	Payroll 01.11.25 to 30.11.25	DD	107/4139	8.00	1.60	9.60
44	14	11	25		WEL Medical	Defib Batteries	BACS	214/4764	398.95	79.79	478.74
45	14	11	25		St Annes Church/BBAF	Better Burntwood Fund - Commissioning Programme	BACS	302/4416	4,990.00	0.00	4,990.00
46	14	11	25		Octopus Energy	OMCC Gas & Electricity period 29.09.2025 to 02.11.2025	DD	104/4055	1,696.14	339.23	2,035.37
47	17	11	25		Lloyds Bank	Petty Cash Top-Up	CARD	107/4059	100.00	0.00	100.00
48	17	11	25		Lloyds Bank	Cash Fee	CARD	107/4059	2.50	0.00	2.50
49	17	11	25		VistaPrint	Christmas Cards	CARD	107/4059	31.07	6.22	37.29
50	24	11	25		Instant Promotion	Gazebo Roller Bag	CARD	213/4398	54.10	10.82	64.92
51	28	11	25		Viking	Community Centre - Cleaning Items	BACS	502/4066	37.90	7.59	45.49
52	28	11	25		Viking	Community Centre - Cleaning Items	BACS	502/4066	12.94	2.59	15.53
53	28	11	25		Lichfield Community Media	Advert 13.11.25	BACS	108/4171	320.00	0.00	320.00
54	28	11	25		DTH Churchyard & Cemetery Service	Cemetery Grave Digger	BACS	401/4810	1,170.00	0.00	1,170.00
55	28	11	25		Screwfix	BuRRT Tools - Connector Case & Connector Box	BACS	212/4766	30.92	6.19	37.11
56	28	11	25		Active 60s Groups	Better Burntwood Fund	BACS	302/4416	300.00	0.00	300.00
57	28	11	25		Cogs Prepares 4 Life CIO	Better Burntwood Fund	BACS	302/4416	360.00	0.00	360.00
58	28	11	25		Burntwood Family History Group	Better Burntwood Fund	BACS	302/4416	349.98	0.00	349.98
59	28	11	25		Cathedral Leasing Limited	Community Centre - Hygiene Services Quarterly	BACS	502/4065	78.00	15.60	93.60
60	28	11	25		Burntwood Gardening Guild	Better Burntwood Fund	BACS	302/4416	149.00	0.00	149.00
61	28	11	25		Focus Group	Line Rental Charges	DD	107/4057	188.01	37.60	225.61
62	28	11	25		G E Collis & Sons Limited	OMCC Repair to Shed Roof 18mm MDF Offcuts	BACS	104/4056	36.63	7.32	43.95
63	28	11	25		G E Collis & Sons Limited	Community Centre - Degreaser for Outside Railings	BACS	502/4065	21.91	4.31	26.22
64	28	11	25		G E Collis & Sons Limited	8' 3 x 2 CLS	BACS	104/4056	12.46	2.48	14.94

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
65	28	11	25		G E Collis & Sons Limited	Hammer, Deep Filler, Blades, Door Lock	BACS	104/4056	24.85	4.97	29.82
66	28	11	25		Staffordshire Signs & Graphics	Xmas Banners	BACS	213/4262	188.68	37.73	226.41
67	28	11	25		Burntwood Breast Care	Better Burntwood Fund	BACS	302/4416	300.00	0.00	300.00
68	28	11	25		Lichfield District Council	Community Centre NNDR 11.08.2025 - 31.03.2026	BACS	502/4022	2,197.92	0.00	2,197.92
69	28	11	25		S Darby Building Contractors Ltd	Coulter Lane Burial Ground - Wall Second Deposit	BACS	209/4241	5,500.00	0.00	5,500.00
70	28	11	25		Central Cherry Picker Services Ltd	Xmas Tree Lights - Cherry Picker Hire	BACS	203/4260	300.00	0.00	300.00
71	28	11	25		Chasetown Football Club	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
72	28	11	25		Screwfix	Community Centre - Key Safe	BACS	502/4065	24.99	5.00	29.99
73	28	11	25		MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period Oct-25	DD	107/4211	95.13	19.02	114.15
74	01	12	25		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
75	01	12	25		Amazon	Electric Heater	CARD	212/4766	32.99	0.00	32.99
76	01	12	25		Amazon	Cordless Battery Inverter	CARD	212/4766	37.96	0.00	37.96
77	01	12	25		Amazon	18v Lithium Battery plus Charger	CARD	212/4766	49.99	10.00	59.99
78	06	12	25		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
79	12	12	25		EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	32.00	6.40	38.40
80	15	12	25			Employee Costs Month 9	BACS	107/4019 & 104/4019	13,551.49	0.00	13,551.49
81	15	12	25			LGPS Month 9	BACS	107/4019 & 104/4019	5,070.43	0.00	5,070.43
82	15	12	25			NI/PAYE Month 9	BACS	107/4019 & 104/4019	5,035.39	0.00	5,035.39
83	15	12	25		G E Collis & Sons Limited	White Spirit, Rustins, Mag Holder	BACS	104/4056	27.63	5.52	33.15
84	15	12	25		G E Collis & Sons Limited	Bolt, Screws, Key Bots, Struts	BACS	104/4056	42.45	8.49	50.94
85	15	12	25		G E Collis & Sons Limited	Screw Bit Set, Sandpaper, Sanding Block, File Set	BACS	104/4056	22.14	4.42	26.56
86	15	12	25		G E Collis & Sons Limited	5L Matt, 2.5L Satinwood, Paste, Roller Sleeves, Stain Blocker	BACS	104/4056	74.36	14.89	89.25
87	15	12	25		The Best Fun Limited	Xmas Event - Snow Globe and Santa's Grotto	BACS	213/4262	965.00	193.00	1,158.00
88	15	12	25		J&B Medical & Security Services Ltd	Xmas Event - First Aid	BACS	213/4262	200.00	40.00	240.00
89	15	12	25		Seventeen43 Limited	Sankey's Corner Xmas Event - Event Management & Gazebo	BACS	213/4262	605.00	0.00	605.00
90	15	12	25		Octopus Energy	OMCC Gas & Electric (period 03.11.25 to 25.11.25)	DD	104/4055	1,577.11	315.42	1,892.53
91	15	12	25		Pat Collins Fun Fairs	Xmas Event 29.11.25 - Fun Fair Ride - Miami	BACS	213/4262	3,000.00	0.00	3,000.00
92	15	12	25		Pat Collins Fun Fairs	Xmas Event 29.11.25 - Fun Fair Rides - Childrens	BACS	213/4262	800.00	0.00	800.00
93	15	12	25		JWS Design and Landscapes	Cemetery - 28 Mow Cuts	BACS	401/4864	5,740.00	0.00	5,740.00
94	15	12	25		JWS Design and Landscapes	Cemetery - 6 Graves Levelled and Turfed	BACS	401/4864	180.00	0.00	180.00
95	15	12	25		Glitter and HennaFest	Xmas Events - Face Glitter	BACS	213/4262	200.00	0.00	200.00
96	15	12	25		Staffordshire Signs & Graphics	Community Centre - Bin Store Stickers	BACS	502/4065	26.78	5.36	32.14
97	15	12	25		Staffordshire Signs & Graphics	BuRRT New QR Code Signage	BACS	212/4766	56.86	11.38	68.24
98	15	12	25		inLIFE Design Limited	Burntwood Town Council Video Project	BACS	108/4171	1,750.00	350.00	2,100.00

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
99	15	12	25		Bert and Gerts Limited	Xmas Market - 29.11.25 Stalls, Traders & Site Management	BACS	213/4262	1,930.00	386.00	2,316.00
100	15	12	25		Roadtech Cutting Services Limited	Xmas Event 29.11.25 Road Closure	BACS	213/4262	1,147.50	229.50	1,377.00
101	15	12	25		P C Paramedics	IT Support (period 17.11.25 to 17.12.25)	BACS	107/4139	402.80	80.55	483.35
102	15	12	25		P C Paramedics	Centre IT Support (period 01.11.25 to 30.11.25)	BACS	502/4065	64.99	13.00	77.99
103	15	12	25		P C Paramedics	IT Support (period 01.12.25 to 31.12.25)	BACS	107/4139	231.00	46.20	277.20
104	15	12	25		Screwfix	OMCC Outside Light	BACS	104/4056	54.17	10.83	65.00
105	15	12	25		Lichfield District Council	OMCC Garden Waste	BACS	104/4059	85.00	0.00	85.00
106	15	12	25		The Stambridge Group Limited	Cemetery Open & Close - October 2025	BACS	401/4863	296.00	59.20	355.20
107	15	12	25		British Gas	Community Centre - Electricity 12.10.25 to 12.11.25	BACS	502/4055	68.46	2.51	70.97
108	15	12	25		British Gas	Community Centre - Gas 22.10.25 to 22.11.25	BACS	502/4055	181.48	9.07	190.55
109	15	12	25		M D Hunt Limited	Centre - Engineer Call Charge for Kitchen Roller Shutter	BACS	502/4065	105.00	21.00	126.00
110	15	12	25		Screwfix	2G Sockets, Cable Ties, Galvanising Spray, Thermal Gloves	BACS	203/4260 & 104/4056	60.92	12.19	73.11
111	15	12	25		Screwfix	Community Centre - Hex Key Set	BACS	502/4065	12.49	2.50	14.99
112	15	12	25		Screwfix	LED Folding Clamp Rechargeable Worklights	BACS	203/4260	49.98	10.00	59.98
113	15	12	25		PPL PRS Limited	Xmas Event Music Licence	BACS	213/4262	326.80	65.36	392.16
114	15	12	25		inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups Nov 25	BACS	108/4171	229.00	45.80	274.80
115	15	12	25		Seventeen43 Limited	Boney Hay Xmas Event - Event Management & Gazebo	BACS	213/4262	250.00	0.00	250.00
116	15	12	25		John Short & Son Funeral Directors	Cemetery Grave Digger	BACS	401/4810	400.00	0.00	400.00
117	15	12	25		MAMA UK	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
118	15	12	25		CPC	Cloakroom Items	BACS	104/4059	47.04	9.41	56.45
119	15	12	25		Viking	A4 Paper, A4 Dividers, Bleach	BACS	104/4059 & 107/4211	39.88	7.98	47.86
120	15	12	25		Sage	Payroll 01.12.25 to 31.12.25	DD	107/4139	8.00	1.60	9.60
121	22	12	25		Screwfix	Outside Tap with Double Check Valve, Tap Cover	BACS	104/4056	45.61	9.13	54.74
122	22	12	25		Screwfix	Standalone Sensors	BACS	104/4056	36.63	7.33	43.96
123	22	12	25		S Darby Building Contractors Ltd	Coulter Lane Burial Ground - Repair to Gate Pillar	BACS	209/4241	250.00	0.00	250.00
124	22	12	25		S Darby Building Contractors Ltd	Coulter Lane Burial Ground - Wall Final Payment	BACS	209/4241	6,000.00	0.00	6,000.00
125	22	12	25		Risk Fire Limited	OMCC Fire Door Survey	BACS	104/4056	475.00	95.00	570.00
126	22	12	25		Lichfield Community Media	Advert 11.12.25	BACS	108/4171	80.00	0.00	80.00
127	22	12	25		Viking	Reliance Medical Fire Blanket	BACS	107/4059	26.99	5.40	32.39
128	22	12	25		Viking	Cloakroom Items and Stationery	BACS	107 4122 & 104/4059	53.40	10.69	64.09
129	22	12	25		Fire Services Central Limited	OMCC Emergency Lighting Service	BACS	104/4056	239.99	48.00	287.99
130	22	12	25		Diamond Fire and Security	Community Centre - Fire Alarm Service	BACS	502/4065	250.00	50.00	300.00
131	22	12	25		Active 60s Groups	Better Burntwood Fund	BACS	302/4416	200.00	0.00	200.00
132	22	12	25		Staffordshire Signs and Graphics	Community Centre - Car Park Signage	BACS	502/4065	8.40	1.68	10.08

	DATE PAID				PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
									£	£	£
133	22	12	25		Screwfix	De-Icer 600ml Can, Torque Wrench	BACS	104/4056	38.69	7.74	46.43
134	22	12	25		Screwfix	Driver Flexible Head Power Bar	BACS	104/4056	23.32	4.67	27.99
135	22	12	25		The Staffordshire Band	Xmas Event - 29.11.25	BACS	213/4262	100.00	0.00	100.00
136	22	12	25		Source for Business	Cemetery - Water Charges (19.06.25 to 02.12.25))	BACS	401/4863	54.54	0.00	54.54
137	25	12	25		MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period Nov-25	DD	107/4211	30.60	6.11	36.71
138	30	12	25		Focus Group	Line Rental Charges	DD	107/4057	188.01	37.60	225.61
139	01	01	26		Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
140	06	01	26		Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
141	06	01	26		The Workplace Depot	Grit Bin	CARD	211/4754	42.99	8.60	51.59
142	06	01	26		The Workplace Depot	Community Centre Grit Bin	CARD	502/4065	42.99	8.60	51.59
143	12	01	26		EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	32.00	6.40	38.40
144	15	01	26			Employee Costs Month 10	BACS	107/4019 & 104/4019	13,169.99	0.00	13,169.99
145	15	01	26			LGPS Month 10	BACS	107/4019 & 104/4019	4,882.35	0.00	4,882.35
146	15	01	26			NI/PAYE Month 10	BACS	107/4019 & 104/4019	4,790.37	0.00	4,790.37
147	15	01	26		Zurich Town and Parish	Lift Inspection Contract (period 12.02.26 to 11.02.27)	BACS	104/4056	462.00	70.00	532.00
148	15	01	26		O Larner	BTC Student Award in Memory of Stephen Sutton MBE	BACS	302/4760	1,000.00	0.00	1,000.00
149	15	01	26		L Wolyniec	BTC Student Award in Memory of Stephen Sutton MBE	BACS	302/4760	1,000.00	0.00	1,000.00
150	15	01	26		The Stambridge Group Limited	Cemetery Open & Close - November 2025	BACS	401/4863	370.00	74.00	444.00
151	15	01	26		British Gas	Centre Electricity (period 12.11.25 to 12.12.25)	BACS	502/4055	103.58	2.54	106.12
152	15	01	26		Viking	Community Centre - Paper Hand Towels	BACS	502/4065	42.44	8.49	50.93
153	15	01	26		CPC	Community Centre - Cloakroom Items	BACS	502/4065	47.04	9.41	56.45
154	15	01	26		E.on	Street Lighting Maintenance & Energy Charges	BACS	201/4242 & 201/4055	1,235.24	247.05	1,482.29
155	15	01	26		inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups Dec 25	BACS	108/4171	229.00	45.80	274.80
156	15	01	26		Stannah Lift Services Limited	OMCC Lift (period 28.12.25 to 27.03.2026)	BACS	104/4056	93.37	18.67	112.04
157	15	01	26		Ridgway Burial Services	Cemetery Grave Digger	BACS	401/4810	495.00	0.00	495.00
158	15	01	26		G E Collis and Sons Limited	OMCC - Repairs to Fire Door - Trims, Pins, Filler, Hinge	BACS	104/4056	98.12	19.65	117.77
159	15	01	26		G E Collis and Sons Limited	OMCC - Repairs to Fire Door - Signs, Handles	BACS	104/4056	57.53	11.52	69.05
160	15	01	26		G E Collis and Sons Limited	Angle Brackets, Screws, Bolts, Drill Bits, Washers	BACS	104/4056	91.24	18.23	109.47
161	15	01	26		G E Collis and Sons Limited	OMCC - Repairs to Fire Door - Handles, Ring Pull, Door Knob	BACS	104/4056	22.23	4.43	26.66
162	15	01	25		British Gas	Community Centre Gas period 22.11.25 to 22.12.25	BACS	502/4055	222.53	11.13	233.66
163	15	01	25		Lichfield District Council	Grass Cutting - Sister Dora Open Space	BACS	401/4864	390.00	78.00	468.00
						Grass Cutting - St Matthews Aveue Front Verge	BACS	401/4864	390.00	78.00	468.00
						Grass Cutting - Burntwood Cemetery	BACS	401/4864	3,263.00	652.60	3,915.60
						Grass Cutting - Traffic Islands	BACS	205/4241	1,038.00	207.60	1,245.60

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
					Traffic Islands - Monthly Maintenance of Shrub Beds	BACS	205/4241	5,354.00	1,070.80	6,424.80
					Traffic Islands - Monthly Litter Picking	BACS	205/4241	195.00	39.00	234.00
					Traffic Islands - Weedkilling Paviour Surrounds	BACS	205/4241	130.00	26.00	156.00
					Three Tier Planter Outside Library - Supply and Plant	BACS	206/4241	80.00	16.00	96.00
					Three Tier Planter Outside Library - Watering of Planter	BACS	206/4241	375.00	75.00	450.00
					OMCC - Hanging Baskets	BACS	206/4241	340.00	68.00	408.00
					Coulter Lane - Cut Whole Site Monthly (July to October)	BACS	209/4241	929.00	185.80	1,114.80
					Burntwood Cemetery - Footpath rear of Cemetery Weed Spray	BACS	401/4864	130.00	26.00	156.00
					Burntwood Cemetery - Road Sweeping	BACS	401/4864	95.00	19.00	114.00
					Burntwood Cemetery - Maintenance of Shrub Beds	BACS	401/4864	279.00	55.80	334.80
					Swan Island - Planters, Prepare and Re-Plant	BACS	205/4241	389.00	77.80	466.80
					Swan Island - Supply, Install and Remove Hanging Baskets	BACS	205/4241	308.00	61.60	369.60
					Swan Island - Watering of Planters and Hanging Baskets	BACS	205/4241	735.00	147.00	882.00
					Supply, Install and Remove Christmas Trees	BACS	203/4260	2,175.00	435.00	2,610.00
					Three Tier Planter Outside Star Pub - Supply and Plant	BACS	206/4241	160.00	32.00	192.00
					Three Tier Planter Outside Star Pub - Watering of Planter	BACS	206/4241	375.00	75.00	450.00
					Three Tier Planter Outside Skoda Garage - Supply and Plant	BACS	206/4241	160.00	32.00	192.00
					Three Tier Planter Outside Skoda Garage - Watering of Planter	BACS	206/4241	210.00	42.00	252.00
					Construct and plant triangle raised flower bed Oakdene Road	BACS	206/4241	2,300.00	460.00	2,760.00
					Remove plants and replant Oakdene Road	BACS	206/4241	920.00	184.00	1,104.00
					Watering of plants Oakdene Road	BACS	206/4241	770.00	154.00	924.00
164	15	01	26	P C Paramedics	IT Support (period 17.12.25 to 17.01.26)	BACS	107/4139	411.62	82.32	493.94
165	15	01	26	P C Paramedics	Centre IT Support (period 01.12.25 to 31.12.25)	BACS	502/4065	64.99	13.00	77.99
166	15	01	26	P C Paramedics	IT Support (period 01.01.26 to 31.01.26)	BACS	107/4139	231.00	46.20	277.20
167	15	01	26	Howdens Joinery Limited	Community Centre - Door Handles	BACS	502/4065	18.00	3.60	21.60
168	15	01	26	Burntwood Rotary Club	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
169	15	01	26	Forvis Mazars LLP	External Audit Fees year ending 31 March 2025	BACS	107/4234	1,365.00	273.00	1,638.00
170	15	01	26	Octopus Energy	OMCC Gas & Electricity (period 26.11.25 to 31.12.25)	DD	104/4055	2,340.13	468.03	2,808.16
171	18	01	26	BNP Paribas Leasing Solutions	Lease of Photocopier	DD	107/4211	100.63	20.13	120.76
172	18	01	26	Sage	Payroll 01.01.26 to 31.01.26	DD	107/4139	8.00	1.60	9.60
								157,607.90	9,414.54	167,022.44

PETTY CASH SPEND

<u>DATE</u>	<u>ITEM</u>	<u>SPEND</u>	<u>CASH OUT BANK</u>
31.10.25	OMCC Cloakroom Items	£6.75	
13.11.25	Xmas Event - Sellotape for Xmas Presents	£3.98	
13.11.25	Staff Travel Expenses (Taxi - Journey to Cemetery)	£6.00	
17.11.25	Petty Cash Top		£100.00
24.11.25	Xmas Tree Lights	£9.99	
24.11.25	Xmas Event - Boney Hay - Refreshments	£19.00	
24.11.25	Xmas Event - Boney Hay - Refreshments	£6.50	
25.11.25	White Ribbon Event - Refreshments	£19.72	
28.11.25	Xmas Event - Sankey's Corner - Refreshments	£26.70	
	Balance	£56.24	

AGENDA ITEM 4 - ENCLOSURE NO. 2B

Policy and Resources Committee - Works Programme – January 2026

	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.	Short form video project	September 2025	Call for bids open.	<i>Several interested parties have contacted the Clerk. Commissioned In-Life. Planning content.</i>	Spring 2026	Steve Lightfoot / Kat Horner	Cllr D Ennis
3.	Installation of cycle racks at CTCC	September 2025	To install cycle racks at CTCC	<i>Delayed due to capacity and weather.</i>	Spring 2026	Steve Lightfoot / Burr	
4.	Community Asset Transfer	September 2025	To investigate the potential to acquire from LDC certain local infrastructure items	Draft business plan submitted to LDC. Business plan submitted and will be considered by LDC Cabinet in February		Steve Lightfoot	Cllr D Ennis

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
5.	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			
Coulter Lane wall	Complete			

Policy and Resources Committee

Monday 26 January 2026

Burntwood Town Council — Wellbeing Statement

Introduction

Burntwood Town Council is committed to promoting the physical, mental and social wellbeing of all residents. This Wellbeing Statement summarises how the Council's activities, projects and funding decisions contribute to improving quality of life across the town. It sets out the positive impacts of our core programmes — from grants to community events and local services — and explains how these interventions benefit individuals, families and the town as a whole.

Our principles

- **Community first:** decisions are made to maximise wellbeing outcomes for residents of all ages and backgrounds.
- **Inclusive access:** activities and services are designed to be welcoming and accessible to everyone, including older people, children, people with disabilities and those experiencing mental health challenges.
- **Prevention and resilience:** we focus on early support and building community resilience to reduce long-term needs.
- **Partnership working:** we deliver impact through partnerships with voluntary organisations, local groups and statutory bodies.

Core activities and how they support wellbeing

Grants and support for MIND

Burntwood Town Council provides targeted grant funding to local mental health services such as MIND. We entered into a 3 year agreement to provide funding support. This support enables:

- community-based mental health support and early intervention services;
- group programmes and peer-support activities that reduce isolation;
- outreach and awareness work that reduces stigma and signposts residents to professional help.

Impact: improved mental health outcomes, reduced loneliness, faster access to support and a stronger safety net for vulnerable residents.

Play in the Parks

The Council runs and funds Play in the Parks sessions throughout the warmer months to ensure children and families have free, safe, active play opportunities. These sessions provide:

- structured and unstructured play to promote physical activity and motor skills;
- supervised environments that help parents connect and share parenting support;
- early opportunities for children to form friendships and develop social skills.

Impact: healthier children, reduced child-care pressure for families, and stronger family and neighbour connections.

Wakes and Christmas Festivals

Our seasonal events — including the Wakes and the Christmas Festival — celebrate the identity and culture of Burntwood. The Council delivers and supports these events by providing organisation, funding and logistics.

Benefits include:

- community cohesion and intergenerational activities that strengthen local identity;
- economic uplift for traders and the high street through increased footfall;
- wellbeing boosts from shared celebration, volunteering and creative expression.

Impact: increased civic pride, local spending, and opportunities for volunteering and social participation.

Student Award

The Student Award recognises young people's achievements in education, community service and personal development. By celebrating young people, the Council:

- inspires aspiration and positive role models;
- strengthens engagement between youth and civic institutions;
- signals local recognition of achievement beyond exam results.

Impact: improved confidence and civic engagement among young people, and reinforcement of local pathways to education, training and volunteering.

Chase Terrace Community Centre activities

Chase Terrace Community Centre is a vital hub delivering a wide range of activities, including fitness classes, learning programmes, drop-in support, arts and hobby groups, and community lunches. The Council's support ensures the centre can:

- provide accessible, low-cost activities for older residents and families;
- host support services, information sessions and wellbeing workshops;
- act as a connection point for volunteers and community-led groups.

Impact: reduction in social isolation for older adults, opportunities for lifelong learning, improved physical health, and stronger local networks.

Cross-cutting outcomes for residents and the town

By investing in these programmes, Burntwood Town Council delivers outcomes that matter to residents and the wider town:

- **Improved mental and physical health:** access to exercise, social groups and mental health services reduces demand on acute services and improves daily wellbeing.
- **Stronger social connections:** events, community centres and shared programmes build neighbourly ties and mutual support.
- **Economic and civic vibrancy:** festivals and local activity stimulate the daytime and evening economy, support small businesses and encourage volunteerism.
- **Youth engagement and opportunity:** the Student Award and youth programmes create aspiration, reduce anti-social behaviour, and build the next generation of community leaders.
- **Inclusion and accessibility:** targeted grants and local delivery ensure services reach those who need them most, including people on low incomes and those with additional needs.

How we measure success

The Council will monitor and report on wellbeing through a mix of quantitative and qualitative measures, including:

- attendance figures for Play in the Parks, Chase Terrace Community Centre sessions and public events;
- numbers of residents supported through MIND-funded services and other wellbeing programmes;
- volunteer hours and number of local organisations engaged;
- feedback, case studies and satisfaction surveys from participants and service users;
- economic indicators such as market and high street footfall during events.

Commitment and next steps

Burntwood Town Council will continue to prioritise wellbeing in budgeting and decision-making. Future actions include:

- maintaining and where possible increasing grant funding for local mental health and community activities;
- expanding outreach to under-represented groups and promoting accessible activities for all ages;
- strengthening partnerships with local health providers, schools and voluntary organisations to align services and share outcomes;
- regular public reporting on wellbeing outcomes and inviting community feedback to shape future activity.