



The Old Mining College
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Our Ref: SL/JM

09 March 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 16 March 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 26 January 2026 (Minute Nos. 27-35) **(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. INFORMATION TECHNOLOGY (IT) ACCEPTABLE USE AND SECURITY POLICY

Members are asked to approve the Information Technology (IT) Acceptable Use and Security Policy **(ENCLOSURE NO. 4)**.

7. LEGIONELLA POLICY

Members are asked to approve the Legionella Policy **(ENCLOSURE NO. 5)**.

8. GOVERNMENT CONSULTATION ON LOCAL GOVERNMENT REORGANISATION IN STAFFORDSHIRE

Members are asked to direct the Town Clerk to submit a formal corporate response to the consultation and that the consultation be publicised locally to encourage residents to participate **(ENCLOSURE NO. 6)**.

9. UPDATE OF STANDING ORDERS BASED ON NALC 2025 MODEL

Members are asked to direct the Town Clerk to draft an updated version of Standing Orders incorporating Burntwood specific provisions (such as planning application procedure and public participation) and that draft Standing Orders be submitted to Full Council in May for adoption **(ENCLOSURE NO. 7A AND 7B)**.

10. PROPOSAL TO CREATE THE BURNTWOOD BUSINESS GRANTS SCHEME

Members are asked to note the content of the report and approve the creation of the Burntwood Business Grants Scheme. Members are asked to direct the Town Clerk, working with the Leader of Council, to develop the scheme (application form, user guide) and strengthen the partnership with Birmingham Chamber of Commerce **(ENCLOSURE NO. 8)**.

11. 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.

12. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of a meeting of the Policy and Resources Committee held on 26 January 2026 (Minute Nos. 33-35) **(ENCLOSURE NO. 9 - PINK)**.

13. LICHFIELD AND BURNTWOOD INDEPENDENT – ADVERTISEMENT PROPOSAL

See Confidential Report **(ENCLOSURE NO. 10 - PINK)**.

PUBLIC FORUM

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

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
MONDAY 26 JANUARY 2026 COMMENCING AT 6.00 PM**

PRESENT

Councillor Galvin (in the Chair)

Councillors Banevicius, Craik, D Ennis, Evans, Hancox, Norman, Swain, P Taylor, Tranter, Wittstock, and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Councillor Galvin welcomed Councillor Craik to his first Policy and Resource Committee meeting.

PUBLIC FORUM

No members of the public were present.

27. APOLOGIES FOR ABSENCE no apologies were received as all Members were present.

28. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in any discussion relating to Burntwood Be A Friend as she is a Trustee.

29. MINUTES

Members were being asked to comment solely on the accuracy of the Minutes.

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

RESOLVED That the Minutes of the Policy and Resources Committee held on 06 November 2025 (Minute Nos. 16-26) be approved as a correct record.

30. SCHEDULE OF PAYMENTS

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

Councillor Woodward referred to the payment made on 14 November 2025 to Brindley, Twist, Tafft and James in respect of a personal injury claim and asked if the Committee should have received a report, albeit in confidential. What should have been a routine matter handled by the Council's insurance company, the Town Clerk explained a claim for hearing loss (dating back to when the Town Council was responsible for the Leisure Centre) had been received. He explained that even

though Councillor Norman had visited the county archives, exact detail of our insurance company at the time relating to the claim (1986-1988) was unknown. The Town Clerk explained that the Leader has been informed at every stage, and when the insurance company has been identified the Council's cost should be recovered. Councillor Tranter asked if there was a time limit for claiming. The Town Clerk confirmed that the claimant was making several claims against other organisations as well as the Town Council, and have a robust defence, and a court date had been set for March 2026.

RESOLVED That the schedule of payments from 27 October 2025 to 18 January 2026 in the sum of £167,022.44 and the Petty Cash Spend from 31 October 2025 to 28 November 2025 be approved and noted.

31. WORKS PROGRAMME

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

Brighter Burntwood

Referring to previous discussions on Brighter Burntwood and in particular Minute No. 21 refers, the Town Clerk confirmed that he was meeting with Mr Brownridge, Operational Services Manager and Mr Chamberlain, Grounds Maintenance Supervisor/Abandoned Vehicle Officer from Lichfield District Council on 28 January to discuss the planting of perennials on Sister Dora Avenue.

The Town Clerk suggested that another location for the Brighter Burntwood theme could be several planters or hanging baskets at the Chase Terrace Community Centre.

Councillor P Taylor referred to the street cabinets (green boxes) and in particular the one located by the three tier planter at Sankey's Corner. He explained that following investigation he had found out that most of these are owned by Openreach. Councillor P Taylor confirmed that Openreach have a cabinet art programme but according to their website currently they are not accepting any new applicants at this time. Councillor P Taylor stated that he had also contacted the Sutton Coldfield Bid but was yet to receive a response. As an alternative to using an artist(s) Councillor P Taylor suggested that perhaps the Town Council could look at a vinyl wrap to improve their appearance.

Councillor Galvin referred to the art work on the side of B&M in Lichfield and Councillor P Taylor stated the Town Council would need to get the permission from the property owner to ascertain if they would allow the Town Council to paint the side of their house.

Councillor Norman asked if the Town Clerk could contact Norton Canes Parish Council regarding hanging baskets.

Councillor D Ennis supported the idea of a peel off vinyl wrap on the street cabinets however referring to ownership, he also suggested that the bus shelters owned and maintained by the Town Council could be brightened up by engaging an artist.

Referring to bus shelters, Councillor Norman stated that the wooden bus shelter on Chase Road (opposite Henley Close) needed to be repaired.

Referring to vinyl wraps, Councillor Woodward referred to Lichfield District Council's "Clean and Green" policy and explained that each Ward Member has a small

budget to brighten up their wards. She stated that the Chase Terrace Ward Members were looking at the former Oak Pub at Sankey's Corner.

Councillor Evans explained that Boney Hay and Central Ward Members were meeting with officers from Lichfield District Council later in the week to discuss further improvements to Morley Road Shopping Centre.

Creation of a Series of Videos to Promote the Work of Burntwood Town Council

Referring to Minute No. 15 – 22 September 2026 refers, the Town Clerk confirmed that following receipt of expressions of interest from suitably qualified professionals, he confirmed that inLIFE Design Limited had been commissioned to undertake a series of short quick highly focused 2-minute videos to strengthen and promote the work of the Town Council.

Councillor P Taylor asked if the videos would be ready for the Wakes Festival and the Town Clerk explained that the Wakes Festival was one of the videos he would like to see included in the series along the BuRRT and Creation Burntwood rolling them out over the Spring. Councillor P Taylor felt that previous videos produced could be played at the Wakes Festival in the hall and offered his audio equipment. Councillor Norman also pointed out the Limitless proposal which was to be heard by Full Council on 28 January.

Installation of Cycle Rack

Referring to previous discussions, Councillor Norman stated that he did not understand the delay in installation as this had been ongoing for some time. By way of background, Councillor D Ennis explained that originally the cycle rack was due to be installed on High Street, Chasetown however there had been problems with land ownership and the installation had probably slipped through the net. Installation at the Community Centre would be more appropriate. The Town Clerk confirmed that there is one set of two hoops which will be placed at the Community Centre however the delay had been due to staff capacity and is weather dependent.

Community Asset Transfer

Referring to previous discussions (22 September 2025 and 06 November 2025 refers), Councillor D Ennis explained that a Community Asset Transfer report will be considered by Lichfield District Council's Cabinet in February 2026. He stated that the asset transfer did not include public toilets or alleyways but parks, open spaces, bowling green and any strategical pieces of land. Councillor D Ennis said that he was optimistic however part of the negotiations referred to funding similar to how Lichfield District Council funds the Lichfield Garrick Theatre primarily through a reduced annual subsidy/grant. Councillor D Ennis stated that he had asked for a subsidy/grant for ten years however he did not know how the Local Government Regeneration would pan out.

Councillor Tranter referred to the proposals to create a unitary council (dissolving of Lichfield District Council) and who would be responsible for the upkeep of the trees for example on the perimeter of Redwood Park.

Councillor D Ennis stated that with the creation of a unitary council it would be essential to have a contract/agreement in place. Councillor D Ennis confirmed that a Burntwood Response and Repair Team member had recently attended a basic tree survey and inspection training course.

Councillor Woodward explained that previously under a different Lichfield District Council leadership the asset transfer subsidy scale had not been acceptable.

With regard to the upkeep the trees on the perimeter of parks/open spaces, Councillor Norman stated that maintaining trees can prove expensive and the trees would need to be properly maintained and inspected on a regular basis. Councillor Norman explained that households do have a right to trim/cut back branches from a neighbour's tree that encroach onto their property.

On-Going Policy Review

To ensure compliance with Assertion 10 of the Annual Governance and Accountability Return (AGAR), the Town Clerk explained that Members will be receiving an Information Technology (IT) Acceptable Use and Security Policy in March 2026.

Councillor D Ennis explained that it was important to review annually a Health and Safety Policy and stated that his company was currently working on theirs. Previously there had been little or no changes to his company's policy but it still needed to be reviewed. The Town Clerk confirmed that he had met with Christopher Worley from Staffordshire County Council on 20 January 2026 and was currently working through his recommendations. Councillor D Ennis asked that if the policies had no changes or even if they had changes, these needed to be highlighted for ease of review.

Councillor Norman asked if we could have a schedule of the policies which highlighted for example their renewal date.

Completed Items

Councillor Galvin referred to the completion of the Coulter Lane wall and stated that it looked great and had been restored using like for like bricks. Councillor D Ennis recorded his thanks to the contractor and BuRRT. Councillor Woodward asked if the Town Council was going to have any publicity on this. Councillor Norman asked if the road needed to be closed as one of the quotations received had indicated this. The Town Clerk confirmed that no road closure was needed as most of the repairs were undertaken from within the site itself.

Councillor Evans said that she was delighted that the wall had been completed using the same bricks as the wall was located in an important part of the heritage of that part of town.

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

32. WELLBEING STATEMENT

Referring to the Wellbeing Statement, the Town Clerk explained that the 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. He explained that this was not a report but a statement and would ask Members to receive, note and approve going forward.

Referring to the section on Grants and Support, Councillor P Taylor stated that the Town Council supports more than MIND and asked if Platinum Boxing and St Annes Church in partnership with Burntwood Be A Friend could be included in this section.

Councillor P Taylor asked what is the Town Council going to do with the Wellbeing Statement now and the Town Clerk confirmed that publicity would be undertaken.

Councillor Woodward referred to previous discussions and her aims of becoming an outward-looking and ambitious Town Council focused on community engagement, regeneration and partnership working. She felt that we needed to show the community what the Town Council was doing.

Referring to the section on Grants and Support, Councillor D Ennis asked if this section could be made more generic and asked if the reference made to MIND could be removed.

Referring to Councillor D Ennis' amendment, it was proposed by Councillor D Ennis, seconded by Councillor Woodward, and following a unanimous show of hands it was

RESOLVED That the Wellbeing Statement be approved.

33. 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.

34. CONFIDENTIAL MINUTES

See Confidential Minutes.

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

See Confidential Minutes.

(The Meeting closed at 6.58 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	16 01 26	Amazon	Desk Lamp with Clamp	CARD	107/4139	17.58	4.40	21.98
2	19 01 26	Amazon	Desk Lamp with Clamp	CARD	107/4139	13.59	3.40	16.99
3	20 01 26	Amazon	Animal/Bird Gliders for Play in the Parks	CARD	213/4761	6.21	1.26	7.47
4	21 01 26	Amazon	Butterfly Crafts for Play in the Parks	CARD	213/4761	23.28	4.68	27.96
5	21 01 26	Amazon	Community Centre - Signs	CARD	502/4065	3.32	0.67	3.99
6	21 01 26	Amazon	Painting Rocks for Play in the Parks	CARD	213/4761	59.96	12.00	71.96
7	21 01 26	Amazon	27 Inch FHD Monitor	CARD	107/4139	61.67	12.33	74.00
8	22 01 26	Amazon	Acrylic Paint Pens for Play in the Parks	CARD	213/4761	4.84	0.97	5.81
9	27 01 26	Amazon	Flying Glider Planes for Play in the Parks	CARD	213/4761	17.71	3.54	21.25
10	30 01 26	Viking	OMCC Kitchen - Hand Towel Dispenser, Paper Towels	BACS	104/4059	109.96	22.00	131.96
11	30 01 26	Screwfix	OMCC Repairs to Fire Doors and Gloves	BACS	104/4056 & 212/4766	165.10	33.03	198.13
12	30 01 26	Screwfix	OMCC Repairs to Fire Doors and De-Icer Aerosol	BACS	104/4056 & 212/4766	15.31	3.07	18.38
13	30 01 26	Screwfix	OMCC Repairs to Fire Doors	BACS	104/4056	61.62	12.33	73.95
14	30 01 26	MHCLG	Community Centre - Unspent Capital Funding	BACS	503/4010	9,129.95	0.00	9,129.95
15	30 01 26	J Minor	Employee Eye Test	BACS	107/4019	29.95	5.99	35.94
16	30 01 26	G E Collis and Sons Limited	OMCC Repairs to Fire Doors - MDF Sealer, Mallets	BACS	104/4056	26.68	5.33	32.01
17	30 01 26	G E Collis and Sons Limited	OMCC Repairs to Fire Doors - H&S Notices, Screws	BACS	104/4056	19.63	3.92	23.55
18	30 01 26	G E Collis and Sons Limited	OMCC Repairs to Fire Doors - Fire Strips	BACS	104/4056	121.00	24.00	145.00
19	30 01 26	G E Collis and Sons Limited	OMCC Repairs to Fire Doors - Fire Strips and Hinges	BACS	104/4056	394.92	78.83	473.75
20	30 01 26	Central Cherry Picker Services Ltd	Xmas Tree Lights Removal	BACS	203/4260	300.00	0.00	300.00
21	30 01 26	Integrated Water Systems	OMCC Legionella Complete Water Hygiene Risk Assessment	BACS	104/4056	450.00	90.00	540.00
22	30 01 26	DTH Churchyard & Cemetery	Cemetery Grave Digger	BACS	401/4810	500.00	0.00	500.00
23	30 01 26	WEL Medical Limited	Defib Pads	BACS	214/4764	668.79	133.76	802.55
24	30 01 26	ICCM	Charter for the Bereaved Scheme - Membership	BACS	401/4163	320.00	0.00	320.00
25	30 01 26	MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period Dec-25	DD	107/4211	32.59	6.52	39.11
26	30 01 26	NALC	Member Training - Mastering Asset Management: Navigating	BACS	107/4212	35.00	7.00	42.00
27	30 01 26	Simply The Best Training	Staff Training - Basic Tree Survey and Inspection Training	BACS	107/4212	285.00	57.00	342.00
28	30 01 26	Focus Group	Line Rental Charges	DD	107/4057	188.01	37.60	225.61
29	30 01 26	Lichfield Community Media	Advert 22.01.26	BACS	108/4171	80.00	0.00	80.00
30	30 01 26	The Stambridge Group Limited	Cemetery Open & Close - December 2025	BACS	401/4863	296.00	59.20	355.20
31	30 01 26	G E Collis and Sons Limited	Undercoat and Brushes	BACS	104/4056	22.26	4.46	26.72
32	30 01 26	G E Collis and Sons Limited	Rock Salt	BACS	104/4059	74.60	14.90	89.50
33	30 01 26	Viking	Office Stationery and Cloakroom Items	BACS	104/4059 & 107/4211	105.28	21.07	126.35
34	30 01 26	British Gas	Centre Electricity (period 12.12.25 to 12.01.26)	BACS	502/4055	87.27	2.61	89.88
35	30 01 26	Source for Business	OMCC Water (period 19.06.25 to 31.12.25)	BACS	104/4023	862.34	0.00	862.34

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
36	30	01	26	P C Paramedics	Laptop, Labour, Migrate Planning Data from Server	BACS	107/4139	1,018.03	203.61	1,221.64
37	01	02	26	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
38	06	02	26	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
39	09	02	26	Information Commissioner's Office	Data Protection Fee 2026	DD	107/4059	47.00	0.00	47.00
40	12	02	26	EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	32.00	6.40	38.40
41	13	02	26		Employee Costs Month 11	BACS	107/4019 & 104/4019	13,330.54	0.00	13,330.54
42	13	02	26		LGPS Month 11	BACS	107/4019 & 104/4019	4,992.77	0.00	4,992.77
43	13	02	26		NI/PAYE Month 11	BACS	107/4019 & 104/4019	5,063.65	0.00	5,063.65
44	13	02	26	Burntwood Repair and Share Café	Better Burntwood Fund	BACS	302/4416	250.00	0.00	250.00
45	13	02	26	Revive Staffordshire	Better Burntwood Fund	BACS	302/4416	500.00	0.00	500.00
46	13	02	26	G E Collis and Sons Limited	OMCC Repairs to Fire Doors	BACS	104/4056	31.13	6.20	37.33
47	13	02	26	G E Collis and Sons Limited	OMCC Boiler Service - Gas & Carbon Monoxide Detectors	BACS	104/4056	29.62	5.92	35.54
48	13	02	26	G E Collis and Sons Limited	Rock Salt	BACS	104/4059	373.00	74.50	447.50
49	13	02	26	G E Collis and Sons Limited	OMCC Repairs to Fire Doors	BACS	104/4059	21.74	4.36	26.10
50	13	02	26	G E Collis and Sons Limited	OMCC Repairs to Fire Doors	BACS	104/4059	29.25	5.86	35.11
51	13	02	26	270 Adventure Limited	Wakes 26 - Mobile Wall and Mobile Cave Deposit	BACS	213/4390	557.50	111.50	669.00
52	13	02	26	inLife Design Limited	Website Package, Security Updates, Hosting/Backups Jan 26	BACS	108/4171	229.00	45.80	274.80
53	13	02	26	Solid State UK Events	Wakes 26 - Barriers	BACS	213/4390	284.10	56.82	340.92
54	13	02	26	Staffordshire Signs and Graphics	OMCC Signs for Fire Doors & Burntwood Litter Heroes Signs	BACS	212/4766 & 104/4056	114.00	22.80	136.80
55	13	02	26	British Gas	Community Centre Gas (period 22.12.25 to 22.01.26)	BACS	502/4055	280.21	14.01	294.22
56	13	02	26	Diamond Fire and Security	OMCC Fire Risk Assessment	BACS	104/4056	450.00	90.00	540.00
57	13	02	26	First Response First Aid Limited	Staff Training Manual Handling 11.02.2026	BACS	107/4212	423.00	84.60	507.60
58	13	02	26	Octopus Energy	OMCC Gas & Electricity (period 01.01.26 to 31.01.26)	DD	104/4055	1,996.67	399.34	2,396.01
59	13	02	26	J&M Electrical Supplies	OMCC Lighting 15W LED Bulkheads	BACS	104/4056	114.00	22.80	136.80
60	13	02	26	J&M Electrical Supplies	OMCC Lighting LED Bulkheads Oblong	BACS	104/4056	90.00	18.00	108.00
61	13	02	26	J&M Electrical Supplies	Label Printer, Label Printer Tape	BACS	104/4056	106.00	21.20	127.20
62	13	02	26	P C Paramedics	IT Support (period 17.01.26 to 17.02.26)	BACS	107/4139	408.68	81.73	490.41
63	13	02	26	P C Paramedics	Centre IT Support (period 01.01.26 to 30.01.26)	BACS	502/4065	64.99	13.00	77.99
64	13	02	26	P C Paramedics	IT Support (period 01.02.26 to 28.02.26)	BACS	107/4139	231.00	46.20	277.20
65	13	02	26	P C Paramedics	Centre CCTV Annual Service (period 02.03.26 to 01.03.27)	BACS	502/4065	156.00	31.20	187.20
66	13	02	26	Staffordshire Pest Control Limited	OMCC Pest Control (period 21.01.26 to 20.04.26)	BACS	104/4056	60.00	12.00	72.00
67	13	02	26	Integrated Water Services	Centre Legionella Complete Water Hygiene Risk Assessment	BACS	502/4065	250.00	50.00	300.00
68	13	02	26	E H Smith Builders Merchants	OMCC Repairs to Front of Building - Gravel	BACS	104/4056	255.00	51.00	306.00
69	13	02	26	Cathedral Leasing Limited	OMCC Supply of Hygiene Services (Quarterly)	BACS	104/4059	84.48	16.90	101.38
70	13	02	26	Screwfix	Workwear Bib & Brace White Large	BACS	107/4059	8.33	1.67	10.00
71	13	02	26	Screwfix	OMCC Repairs to Small Kitchen Pipework	BACS	104/4056	29.87	5.98	35.85
72	13	02	26	S Darby Building Contractors Ltd	OMCC Repairs to Front of Building	BACS	104/4056	850.00	0.00	850.00
73	13	02	26	Sage	Payroll 01.02.26 to 28.02.26	DD	107/4139	8.00	1.60	9.60
74	16	02	26	Amazon	Staff Work Wear - Support Waist Warmer Band	CARD	107/4059	56.15	11.25	67.40

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
75	18	02	26	Order Uniform UK Limited	Staff Work Wear	CARD	107/4059	249.98	50.00	299.98
76	20	02	26	Amazon	Laptop Case	CARD	107/4211	21.65	4.33	25.98
77	25	02	26	Lloyds Bank	Petty Cash Top-Up	CARD	107/4059	100.00	0.00	100.00
78	25	02	26	Lloyds Bank	Cash Fee	CARD	107/4059	2.50	0.00	2.50
79	26	02	26	Mailchimp	Newsletter	CARD	108/4171	9.69	1.94	11.63
80	27	02	26	Screwfix	OMCC Repairs to Small Kitchen	BACS	104/4056	5.57	1.12	6.69
81	27	02	26	Screwfix	OMCC Signage, Compact 3 Way Lever Connector, Basin Taps	BACS	104/4056	73.62	14.73	88.35
82	27	02	26	Screwfix	Cleaning Wipes, Fibre Rubber Washers, Brushes Set	BACS	104/4056	40.20	8.04	48.24
83	27	02	26	Screwfix	OMCC Repairs to Small Kitchen	BACS	104/4056	11.15	2.23	13.38
84	27	02	26	Screwfix	Long Pile Sleeve	BACS	104/4056	3.82	0.77	4.59
85	27	02	26	Screwfix	Extension Pole, 14L Paint, Roller Frame, Dust Sheets	BACS	104/4056	68.32	13.66	81.98
86	27	02	26	J&M Electrical Supplies	OMCC 5ft LED Battens, Cavity Fixings, LED Photocell Bulkhead	BACS	104/4056	525.25	105.05	630.30
87	27	02	26	J&M Electrical Supplies	OMCC Lighting LED 17W Round Bulkhead	BACS	104/4056	42.00	8.40	50.40
88	27	02	26	Three Spires Morris	Burntwood Market 12.04.2026	BACS	213/4398	50.00	0.00	50.00
89	27	02	26	Cathedral Leasing Limited	Centre - Supply of Hygiene Services Quarterly	BACS	502/4065	78.00	15.60	93.60
90	27	02	26	Viking	Hoover Bags, Cloakroom Items, Stationery	BACS	104/4059 & 502/4065	44.88	8.98	53.86
91	27	02	26	Lift Safe Limited	BuRRT - Attended site as vehicle not charging	BACS	212/4767	325.00	65.00	390.00
92	27	02	26	Barnes Skips and Recycling	OMCC Repairs to Front of Building - Skip	BACS	104/4056	255.00	51.00	306.00
93	27	02	26	G E Collis and Sons Limited	OMCC 2.5L Gloss, Plasterboard Fixings	BACS	104/4056	63.58	12.70	76.28
94	27	02	26	G E Collis and Sons Limited	OMCC Pliers, Dust Sheets, Damp Seal, Tap Glands	BACS	104/4056	31.75	6.36	38.11
95	27	02	26	MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period Jan-26	DD	107/4211	20.98	4.20	25.18
96	27	02	26	Focus Group	Line Rental Charges	DD	107/4057	189.69	37.94	227.63
97	01	03	26	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
98	06	03	26	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
99	12	03	26	EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	32.00	6.40	38.40
100	13	03	26		Employee Costs Month 12	BACS	107/4019 & 104/4019	13,045.24	0.00	13,045.24
101	13	03	26		LGPS Month 12	BACS	107/4019 & 104/4019	4,900.67	0.00	4,900.67
102	13	03	26		NI/PAYE Month 12	BACS	107/4019 & 104/4019	4,877.06	0.00	4,877.06
103	13	03	26	Yee Group Limited	Intruder Alarm System Annual Maintenance/Monitoring Charge	BACS	104/4056	844.37	168.87	1,013.24
104	13	03	26	Yee Group Limited	Fire Alarm System Annual Maintenance/Monitoring Charge	BACS	104/4056	683.59	136.72	820.31
105	13	03	26	J&M Electrical Supplies	Fuses, Connector 2-Way	BACS	104/4056	15.00	3.00	18.00
106	13	03	26	Screwfix	Workwear Boots	BACS	107/4059	39.99	0.00	39.99
107	13	03	26	Screwfix	Socket Set, Ratchet Tie-Down	BACS	104/4056	49.42	9.89	59.31
108	13	03	26	Screwfix	6 Piece Screwdriver Set	BACS	104/4056	8.32	1.67	9.99
109	13	03	26	P C Paramedics	IT Support (period 17.02.26 to 17.03.26)	BACS	107/4139	408.68	81.73	490.41
110	13	03	26	P C Paramedics	Centre IT Support (period 01.02.26 to 28.02.26)	BACS	502/4065	64.99	13.00	77.99
111	13	03	26	P C Paramedics	IT Support (period 01.03.26 to 31.03.26)	BACS	107/4139	231.00	46.20	277.20
112	13	03	26	DTH Churchyard & Cemetery Service	Cemetery Grave Digger	BACS	401/4810	450.00	0.00	450.00
113	13	03	26	MAMA	Community Centre Refund	BACS	502/4066	50.00	0.00	50.00

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
114	13	03	26	British Gas	Community Centre Gas (period 22.01.26 to 22.02.26)	BACS	502/4055	253.15	12.66	265.81
115	13	03	26	Sage	Payroll 01.03.26 to 31.03.26	DD	107/4139	8.00	1.60	9.60
116	13	03	26	Heatelect Limited	OMCC Gas Service	BACS	104/4056	885.00	177.00	1,062.00
117	13	03	26	Heatelect Limited	OMCC Boiler Faults	BACS	104/4056	525.00	105.00	630.00
118	13	03	26	Heatelect Limited	OMCC Boiler Faults	BACS	104/4056	210.00	42.00	252.00
119	13	03	26	Lichfield Community Media	Advert 19.02.2026	BACS	108/4171	80.00	0.00	80.00
120	13	03	26	Grangemoor Working Mens Club	Chair's Fundraiser Event 24.04.2026 Hire of Room	BACS	301/4361	100.00	0.00	100.00
121	13	03	26	Clean All (Windows) Limited	OMCC Window Cleaning	BACS	104/4059	152.51	30.50	183.01
122	13	03	26	Clean All (Windows) Limited	Community Centre Window Cleaning	BACS	502/4065	43.79	8.76	52.55
123	13	03	26	The Stambridge Group Limited	Cemetery Open & Close - January 2026	BACS	401/4863	333.00	66.60	399.60
124	13	03	26	Screwfix	Adaptable Box, Supemat Paint, Gloves	BACS	107/4059 & 104/4056	157.46	31.50	188.96
125	13	03	26	Screwfix	Rubble Sacks, Microfibre Cloths, Gaffer Tape	BACS	212/4766	92.76	10.56	103.32
126	13	03	26	G E Collis and Sons Limited	38mm Drill Bit, Matt Emulsion, Roller Set	BACS	104/4056	74.63	14.94	89.57
127	13	03	26	G E Collis and Sons Limited	Cemetery Gates Key Cutting	BACS	401/4163	24.78	4.92	29.70
128	13	03	26	JWS Design and Landscapes	Cemtery Box Cuts Jan & Feb and Work to Sunken Graves	BACS	401/4864	820.00	0.00	820.00
129	13	03	26	HSS ProService Limited	4m Platform	BACS	104/4056	174.20	34.84	209.04
130	13	03	26	inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups Feb 26	BACS	108/4171	229.00	45.80	274.80
								79,515.23	3,648.33	83,163.56

PETTY CASH SPEND

<u>DATE</u>	<u>ITEM</u>	<u>SPEND</u>	<u>CASH OUT BANK</u>
31.01.26	PPE White Bib & Braces	£30.49	
23.02.26	Cleaning Cloths and CIF Cream	£5.20	
25.02.26	Petty Cash Top		£100.00
26.02.26	Wood Chipper	£20.00	
	Balance	£100.55	

AGENDA ITEM 4 - ENCLOSURE NO. 2B

Policy and Resources Committee - Works Programme – March 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. Verbal up date and suggestions for locations at this meeting.	Spring 2026	Steve Lightfoot	Cllr Norman
2.	Short form video project	September 2025	To commission short form videos to increase profile on social media.	<i>Filming has commenced.</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	Kat Horner / 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. Decision delayed by LDC		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. Standing orders, Legionella, and IT policy considered at this meeting.	On going	Steve Lightfoot	Cllr L. Ennis (Chair)
6.	Pump-Track for Burntwood		To support the development of Pump Track facility for Burntwood	CIL application from BTC submitted to LDC for consideration. LDC approved an allocation of £300K to BTC (March) to install a pump track for Burntwood (subject to conditions).	Report to this committee May 26	Steve Lightfoot	Cllr D Ennis

February 2026 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			



Burntwood Town Council

Information Technology (IT) Acceptable Use and Security Policy

1. Purpose

This policy sets out the requirements for the secure, lawful, and appropriate use of information technology (IT) hardware, software, systems, and data used for Burntwood Town Council business. It is intended to ensure compliance with **Assertion 10 of the Annual Governance and Accountability Return (AGAR)**, which requires the Council to have proper arrangements for the use of digital technology, including cybersecurity, in place.

2. Scope

This policy applies to:

- All councillors
- All employees (including temporary and part-time staff)
- Contractors and consultants
- Volunteers
- Any other individuals granted access to Council IT systems or data

The policy covers all Council-owned or Council-managed IT equipment and systems, and any personal devices used to access Council information.

3. Legal and Regulatory Framework

This policy supports compliance with, but is not limited to:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Computer Misuse Act 1990
- Copyright, Designs and Patents Act 1988
- Freedom of Information Act 2000
- Local Government Transparency Code

4. Acceptable Use of IT Equipment and Systems

4.1 Council IT equipment and systems are provided for the purpose of conducting official Council business.

4.2 Limited incidental personal use is permitted provided that it:

- Does not interfere with Council duties
- Does not incur additional cost to the Council
- Does not breach this or any other Council policy

4.3 Users must not:

- Use Council systems for unlawful, fraudulent, or defamatory purposes
- Access, create, store, or transmit offensive, obscene, or discriminatory material
- Circumvent security controls or monitoring systems
- Install unauthorised software or hardware

5. Hardware Security

5.1 Council-owned devices (including computers, laptops, tablets, and mobile phones) must be:

- Used in accordance with this policy
- Protected from loss, theft, or damage
- Secured with passwords, PINs, or biometric protection where available

5.2 Devices must not be left unattended in public places unless securely locked.

5.3 Loss or theft of any Council device must be reported immediately to the Clerk.

6. Software and Licensing

6.1 Only software that is:

- Lawfully obtained
- Properly licensed
- Approved by the Council or Clerk
may be installed or used on Council devices.

6.2 Users must not download or use pirated, cracked, or unauthorised software.

6.3 Software updates and security patches must be applied promptly where updates are managed by the user.

7. Access Control and Passwords

7.1 Access to Council systems and data must be limited to authorised users only.

7.2 Users must:

- Use strong, unique passwords

- Keep passwords confidential
- Not share accounts or login credentials

7.3 Multi-factor authentication must be used where available.

8. Data Protection and Information Security

8.1 Council data must be:

- Used only for legitimate Council purposes
- Stored securely
- Protected from unauthorised access, alteration, or disclosure

8.2 Personal data must be handled in accordance with the Council's Data Protection Policy.

8.3 Council information must not be stored on personal devices or personal cloud services unless expressly authorised and appropriately secured.

9. Email, Internet, and Cloud Services

9.1 Council email accounts must be used for Council business.

9.2 Users must remain vigilant against phishing, malware, and other cyber threats and must not:

- Open suspicious links or attachments
- Provide passwords or sensitive information in response to unsolicited requests

9.3 Only Council-approved cloud and file-sharing services may be used to store or share Council information.

10. Remote and Home Working

10.1 When working remotely, users must:

- Ensure screens are not visible to unauthorised persons
- Use secure internet connections
- Log out of systems when not in use

10.2 Public or unsecured Wi-Fi networks must not be used for accessing sensitive Council systems unless a secure connection (such as a VPN) is in place.

11. Monitoring and Compliance

11.1 The Council reserves the right to monitor the use of its IT systems where lawful and proportionate to do so.

11.2 Any suspected breach of this policy, data breach, or cybersecurity incident must be reported immediately to the Clerk.

12. Breaches of Policy

12.1 Breaches of this policy may result in:

- Withdrawal of access to IT systems

- Disciplinary action (where applicable)
- Referral to external authorities where a legal offence is suspected

13. Review and Approval

This policy will be reviewed at least annually, or sooner if required by changes in legislation, guidance, or technology.



Legionella Policy

Adopted:

Review Date:

Responsible Officer: Town Clerk

1. Purpose

Burntwood Town Council is committed to ensuring the health, safety, and welfare of all employees, councillors, contractors, visitors, and the public who use its buildings and facilities. This policy outlines the council's approach to controlling the risk of **Legionella bacteria**, in compliance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- HSE Approved Code of Practice (ACOP) L8: *Legionnaires' disease – The control of Legionella bacteria in water systems*
- Relevant guidance from **NALC** and local government bodies

2. Scope

This policy applies to all Burntwood Town Council premises where water systems are present, including but not limited to:

- Offices and meeting rooms
- Public conveniences
- Community centres and halls
- Parks and leisure facilities with water features
- Cemeteries with drinking fountains or water storage facilities

3. Definitions

- **Legionella:** A bacterium found in water systems which can cause Legionnaires' disease, a potentially fatal form of pneumonia.
- **Water Systems:** Includes all plumbing, hot and cold water storage tanks, hot and cold water outlets, showers, fountains, and any equipment that stores or distributes water.

4. Policy Statement

Burntwood Town Council will:

1. Take all reasonably practicable steps to **prevent the growth and spread of Legionella**.
2. Appoint competent persons to **assess risks, manage, and monitor water systems**.
3. Ensure **all staff and contractors are aware** of their responsibilities regarding water hygiene.
4. Maintain **records of risk assessments, monitoring, and maintenance**.
5. Review this policy and associated procedures **at least annually or following significant changes** to water systems.

5. Roles and Responsibilities

Town Clerk / Responsible Officer

- Overall responsibility for implementation of this policy.
- Ensure sufficient resources are available for control measures.

Facilities Manager / Premises Supervisor

- Maintain up-to-date **Legionella risk assessments**.
- Schedule and oversee regular **monitoring and maintenance**.
- Ensure **correct training and instructions** are provided to staff and contractors.

Employees / Contractors

- Follow safe work practices and report any issues with water systems immediately.
- Cooperate with inspections, monitoring, and remedial works.

6. Risk Assessment

- A formal **Legionella risk assessment** will be conducted by a **competent person** (internal staff or qualified contractor).
- Assessment will identify:

- Potential sources of risk (e.g., showers, tanks, fountains)
- Likelihood of Legionella growth
- Control measures required
- Risk assessments will be **reviewed annually** or sooner if there are system changes, incidents, or refurbishment works.

7. Control Measures

The council will implement the following control measures:

1. Temperature Control

- Hot water stored at $\geq 60^{\circ}\text{C}$ and circulated at $\geq 50^{\circ}\text{C}$.
- Cold water maintained below 20°C wherever possible.

2. Regular Monitoring

- Temperature checks at outlets and tanks.
- Weekly flushing of unused outlets.
- Routine cleaning and disinfection of showers, taps, and fountains.

3. Maintenance

- Annual inspection and servicing of water tanks, calorifiers, and plumbing.
- Removal of dead-legs and redundant pipework.
- Cleaning of water storage facilities and cooling systems.

4. Record Keeping

- Maintain logs of inspections, monitoring, maintenance, and corrective actions.
- Records retained for at least **five years**.

8. Training

- All relevant staff and contractors will receive training on Legionella awareness, safe practices, and reporting procedures.
- Refresher training will occur **annually** or after significant changes.

9. Incident Reporting

- Any suspected Legionella contamination or cases of illness linked to council premises must be reported immediately to:
 - Town Clerk / Responsible Officer

- Public Health England or local Environmental Health Team
- A full investigation will be undertaken, and **control measures reviewed** to prevent recurrence.

10. Review and Audit

- This policy will be **reviewed annually** or after any Legionella-related incident.
- Audits of risk assessments, monitoring, and maintenance records will be conducted **periodically** to ensure compliance.

Approved by:

Signature: _____

Date: _____

POLICY AND RESOURCES COMMITTEE

16 MARCH 2026

Government Consultation on Local Government Reorganisation in Staffordshire

1. Background

The Government, through the Ministry of Housing, Communities and Local Government (MHCLG), has launched its formal statutory consultation on proposals for Local Government Reorganisation (LGR) across Staffordshire and Stoke-on-Trent.

It had previously been indicated that consultation would commence in May 2026; however, the process has now formally begun.

The consultation seeks views on proposals submitted by the principal councils within Staffordshire and Stoke-on-Trent for the creation of new unitary authorities.

The consultation period will run for seven weeks and will close at 23:59 on 26 March 2026.

2. Overview of Proposals Submitted

The Government has received several alternative structural proposals, summarised below.

2.1 Proposal A

Submitted by: Cannock Chase District Council, East Staffordshire Borough Council, Stafford Borough Council, and Stoke-on-Trent City Council

Proposal: Creation of 2 unitary councils

- North Staffordshire
 - Newcastle-under-Lyme
 - Staffordshire Moorlands
 - Stoke-on-Trent
- South Staffordshire
 - Cannock Chase
 - East Staffordshire
 - Lichfield
 - South Staffordshire
 - Stafford
 - Tamworth

2.2 Proposal B

Submitted by: Staffordshire County Council

Proposal: Creation of 2 unitary councils

- East Staffordshire Unitary
 - East Staffordshire
 - Lichfield
 - Staffordshire Moorlands
 - Stoke-on-Trent
 - Tamworth
- West Staffordshire Unitary
 - Cannock Chase
 - Newcastle-under-Lyme
 - South Staffordshire
 - Stafford

2.3 Proposal C

Submitted by: Staffordshire Moorlands District Council

Proposal: Creation of 2 unitary councils, including the division of some existing district council areas between new authorities.

- North Staffordshire
 - Newcastle-under-Lyme
 - Stoke-on-Trent
 - Staffordshire Moorlands
 - 16 parishes from East Staffordshire
 - 6 parishes from Stafford
- Southern and Mid-Staffordshire
 - Cannock Chase
 - Lichfield
 - South Staffordshire
 - Tamworth
 - Remaining 22 parishes of East Staffordshire

- 34 parishes of Stafford

2.4 Proposal D

Submitted by: Lichfield District Council, South Staffordshire Borough Council, and Tamworth Borough Council

Proposal: Creation of 3 unitary councils

- North Staffordshire
 - Newcastle-under-Lyme
 - Staffordshire Moorlands
 - Stoke-on-Trent
- South-West Staffordshire
 - Cannock Chase
 - South Staffordshire
 - Stafford
- South-East Staffordshire
 - Lichfield
 - East Staffordshire
 - Tamworth

2.5 Proposal E

Submitted by: Newcastle-under-Lyme Borough Council

Proposal: Creation of 4 unitary councils

- Unitary Authority 1
 - Newcastle-under-Lyme
- Unitary Authority 2
 - Cannock Chase
 - South Staffordshire
 - Stafford
- Unitary Authority 3
 - Staffordshire Moorlands
 - Stoke-on-Trent
- Unitary Authority 4

- East Staffordshire
- Lichfield
- Tamworth

3. Purpose of the Consultation

The statutory consultation invites stakeholders, councils, organisations, and residents to provide feedback on each proposal.

Responses can be submitted:

- Online via the Government survey
- In writing (details available via GOV.UK)
- Individually by councillors or clerks
- Formally on behalf of local councils

The Government will consider all responses before determining the future local government structure in Staffordshire.

4. Links to Consultation

Online survey:

<https://consult.communities.gov.uk/local-government-reorganisation/staffordshire-and-stoke-on-trent/>

Full consultation documentation and written response guidance:

<https://www.gov.uk/government/consultations/local-government-reorganisation-in-staffordshire-and-stoke-on-trent/proposals-for-local-government-reorganisation-in-staffordshire-and-stoke-on-trent>

6. Recommendation

It is recommended that:

1. Members direct to the Town Clerk to submit a formal corporate response to the consultation.
2. The consultation is publicised locally to encourage residents to participate.

Contact Officer

Steve Lightfoot
Town Clerk

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

POLICY AND RESOURCES COMMITTEE

16 MARCH 2026

Update of Standing Orders based on NALC 2025 Model

1. Background

Standing Orders, along with Financial Regulations are the key Constitutional and Governing documents for a Town Council. They are the Council's rule book. Burntwood Town Council reviewed and updated Standing Orders in 2023 and re-adopted that version in May 2025. Later in the year, the National Association of Local Councils (NALC) published a new model standing orders, containing a number of updates.

Members are asked to consider the new model and make recommendations as to its adoption at Full Council in May.

Key Facts About the NALC 2025 Model Standing Orders compared to BTC Standing Orders.

- It is the official National Association of Local Councils Model Standing Orders 2025 (England).
- It includes up-to-date language that is gender-neutral throughout.
- There was a specific update to Standing Orders 14 (Code of Conduct) and 18 (Financial Controls & Procurement) to reflect changes in law and professional practice.
- Some areas, such as public participation (see below) contain some significant differences with BTC's Standing orders being more prescriptive in some ways.
- BTC version is more enhanced for planning application procedure, embedding delegation mechanics, and trigger for extra ordinary Planning and Development Committee Meetings.
- The NALC version uses fully-gender neutral phrasing.

2. Specific Changes.

Code of Conduct - Although the BTC Code of Conduct ensures the Co-opted members are bound by the Code of Conduct, it is implied although there is a explanatory note. The change would clear this up.

Dispensation Granting Authority -the NALC Model allows the Proper Office to grant a dispensation in straightforward cases to speed governance version although the BTC version requires full meeting decision.

Financial Controls and Procurement Changes – the BTC version refers to a £60,000 for from tender and mentions the “Public Contracts Regulations 2015”. The new wording in the NALC Model changes the language to “thresholds set by Parliament” and “in line with current legislation” ensuring that the SO document remains up to date.

3. Next Steps

The new NALC Model doesn't change the concept of Standing Orders, nor reduce the Town Council's powers but does modernise language, (simplified wording, gender neutral phrases) and updates some law references.

Given Burntwood's scale and governance complexity (multiple committees, significant precept, asset portfolio, potential devolution discussions), Members could recommend to Full Council to

- Formally adopt the 2025 NALC Model as a base document
- Reinsert Burntwood-specific operational provisions as appendices or policies
- Clean drafting errors
- Remove hard-coded numbers (e.g., quorum = 8)

This would:

- Reduce future legal exposure
- Improve clarity for members
- Align with national best practice
- Simplify future amendment.

4. Recommendations.

1. That members direct the Town Clerk to draft an updated version of Standing Orders incorporating Burntwood specific provisions (such as planning application procedure and public participation).
2. The new draft Standing Orders be submitted to Full Council in May to be considered for adoption.

Contact Officer

Steve Lightfoot
Town Clerk

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

MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

National Association of Local Councils (NALC)

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

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INTRODUCTION.....	4
1. RULES OF DEBATE AT MEETINGS.....	6
2. DISORDERLY CONDUCT AT MEETINGS.....	8
3. MEETINGS GENERALLY.....	8
4. COMMITTEES AND SUB-COMMITTEES	11
5. ORDINARY COUNCIL MEETINGS.....	12
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	14
7. PREVIOUS RESOLUTIONS	14
8. VOTING ON APPOINTMENTS	15
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER	15
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	16
11. MANAGEMENT OF INFORMATION.....	16
12. DRAFT MINUTES	17
13. CODE OF CONDUCT AND DISPENSATIONS.....	18
14. CODE OF CONDUCT COMPLAINTS	19
15. PROPER OFFICER.....	20
16. RESPONSIBLE FINANCIAL OFFICER.....	21
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	21
18. FINANCIAL CONTROLS AND PROCUREMENT	22
19. HANDLING STAFF MATTERS.....	24
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	25
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	25
22. RELATIONS WITH THE PRESS/MEDIA.....	26
23. EXECUTION AND SEALING OF LEGAL DEEDS	26
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	27
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	27
26. STANDING ORDERS GENERALLY	27

INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed () minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than () minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
and the meeting shall be closed. The business on the agenda for the meeting
● shall be adjourned to another meeting.
- x A meeting shall not exceed a period of () hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall**

give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection

legislation (see also standing orders 11, 20 and 21);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within () days of having been requested to do so by () members of the committee [or the sub-committee], any () members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least () clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least () clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements**

shall include deciding who has access to personal data and encryption of personal data.

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is**
● **higher) does not exceed £25,000, it shall publish draft minutes on a**

- **website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at

the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- ii. granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the () committee] OR [the () sub-committee] is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the () committee] OR [the () sub-committee] or, if he is not available, the vice-chair (if there is one) of [the () committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the () committee] OR [the () sub-committee] at its next meeting.
- c The chair of [the () committee] OR [the () sub-committee] or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the () committee] OR [the () sub-committee].
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the () committee] OR [the () sub-committee] or in their absence, the vice-chair of [the () committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the () committee] OR [the () sub-committee], this shall be communicated to another member of [the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

POLICY AND RESOURCES COMMITTEE

16 MARCH 2026

Burntwood Business Grants

1. Background

The creation of a **Burntwood Business Grant** scheme to support local economic growth, encourage entrepreneurship, and strengthen the resilience of businesses operating in Burntwood. The scheme would provide small, targeted financial awards alongside bespoke business support delivered in partnership with **Birmingham Chamber of Commerce**. This would be an extension of the Better Burntwood grants scheme aimed directly at local businesses.

2. Objectives

The scheme aims to:

- Support the start-up, sustainability, and growth of local businesses
- Encourage investment in Burntwood's local economy
- Help businesses overcome specific barriers to growth (e.g. equipment, skills, marketing, innovation)
- Strengthen links between Burntwood Town Council and the local business community
- Improve business survival rates through access to professional advice

3. Funding and Scale

- Annual budget: £5,000
- Maximum award per business: up to £1,000
- Expected number of awards: up to 5 per financial year

Awards may be made as a single annual round or split into two smaller rounds, subject to demand and administrative capacity.

5. Eligibility Criteria

To be eligible, applicants must:

- Be a micro or small business (including sole traders and start-ups)

- Demonstrate a clear and strong connection to Burntwood, meeting at least one of the following:
 - Physically based in Burntwood (commercial premises)
 - Operates primarily in Burntwood (e.g. service delivery, customer base)
 - Home-based or online business where the owner resides in Burntwood and economic benefit is local
- Be trading or intending to trade legally
- Not be in significant financial or legal difficulty (e.g. insolvency proceedings)

Excluded businesses may include:

- National or regional chains
- Political or lobbying organisations
- Activities inconsistent with the Council's values or statutory responsibilities

6. Eligible Use of Grant Funding

Grant funding of up to £1,000 may be used for:

- Equipment or tools essential to the business
- Website development, e-commerce, or digital marketing
- Professional services (e.g. accountancy, legal, branding)
- Training or skills development
- Shopfront or workspace improvements (non-structural)
- Innovation, product development, or market testing

Funding would not normally be used for:

- Routine running costs (e.g. rent, utilities)
- Debt repayment
- Retrospective expenditure (unless explicitly agreed)

7. Application Process

1. **Application form** outlining:

- Business details and connection to Burntwood
 - Description of the project or need
 - How the grant will be spent
 - Expected outcomes and benefits
2. **Assessment panel** comprising Town Councillors at Community and Partnerships Committee.
 3. Applications scored against agreed criteria, such as:
 - Local economic impact
 - Value for money
 - Viability and deliverability
 - Alignment with Council priorities

8. Business Support Partnership

Successful applicants will receive:

- A financial grant (up to £1,000), and
- Bespoke business advice and mentoring delivered by Birmingham Chamber of Commerce, tailored to the needs of each recipient

This combined approach ensures that funding is complemented by expert guidance, improving outcomes and long-term sustainability.

9. Monitoring and Evaluation

Grant recipients will be required to:

- Confirm how the grant was spent (receipts or brief evidence, as required)
- Provide a short end-of-project update covering outcomes such as:
 - Jobs created or safeguarded
 - Increased turnover or customer base
 - Skills or capacity developed

An annual summary report can be presented to Council highlighting impact and lessons learned.

10. Governance and Risk Management

- Clear terms and conditions issued with each grant
- Payments made either in arrears or on confirmation of spend
- Council retains the right to reclaim funds if misused

11. Recommendation

1. That members note the contents and this report and approve the creation of the Burntwood Business Grants scheme.
2. That members direct the Town Clerk, working with the leader to develop the scheme (application form, user guide) and strengthen the partnership with Birmingham Chamber of Commerce.

Contact Officer

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