



The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

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

Our Ref: SL/JM

18 March 2026

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Chase Terrace Community Centre, Princess Street, Burntwood on Wednesday 25 March 2026 commencing at 6:00 pm** at which the business set out below will be transacted.

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.

COUNTY COUNCILLOR PLATFORM

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 28 January 2026 (Minute Nos. 60 - 68) be received and where necessary approved and adopted (**ENCLOSURE NO. 1**).

4. CHAIR'S REPORT

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

5. MEMBERS QUESTIONS

6. CALENDAR OF MEETINGS 2025/26

The Town Council is recommended to approve the Council and Committee meeting dates for 2025/26 (**ENCLOSURE NO. 2**).

7. MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2025-26

This report is for information purposes only and does not require any decision by the Council (**ENCLOSURE NO. 3 AND APPENDIX 3A**).

8. FINANCIAL UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

The Council is asked to note the report of income and expenditure compared to budget for the first 10 months of the financial year, April to January (**ENCLOSURE NO. 4 AND APPENDIX 4A**)

9. EARMARKING OF RESERVES AT THE END OF THE FINANCIAL YEAR

The Council is asked to consider the report on earmarked reserves and decide any transfers into and out of those reserves at the end of the financial year (**ENCLOSURE NO. 5 AND APPENDIX 5A**)

10. CREATION OF ENLARGED MEETING ROOM AT THE OLD MINING COLLEGE

The Council is asked to approve the proposal to create an enlarged meeting room at The Old Mining College. The Council is asked to note the allocation of £13,000 of S106 funding from Lichfield District Council towards the project. The Council is asked to approve the use of the Council's General Reserve to meet any remaining project costs if required. The Council is asked to authorise the Burntwood Response and Repair Team to undertake the works in accordance with the approved specification and budget (**ENCLOSURE NO. 6**)

11. POLICY AND RESOURCES COMMITTEE – 26 JANUARY 2026

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 26 January 2026 (Minute Nos. 27 - 35) be received and where necessary approved and adopted (**ENCLOSURE NO. 7**).

12. PLANNING AND DEVELOPMENT COMMITTEE – 09 FEBRUARY 2026

Chair of the Planning and Development Committee to move that the proceedings of the meeting held on 09 February 2026 (Minute Nos. 50 - 55) be received and where necessary approved and adopted (**ENCLOSURE NO. 8**).

13. COMMUNITY AND PARTNERSHIPS COMMITTEE – 09 MARCH 2026

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 09 March 2026 (Minute Nos. 43 - 54) be received and where necessary approved and adopted (**ENCLOSURE NO. 9**).

14. 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.

15. CONFIDENTIAL POLICY AND RESOURCES COMMITTEE – 26 JANUARY 2026

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 26 January 2026 (Confidential Minute Nos. 33 - 35) be received and where necessary approved and adopted (**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. You will have up to 3 minutes and can raise more than one issue. However, the Chair has the option to extend the time allowed to you if they think it is appropriate.

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT CHASE TERRACE COMMUNITY CENTRE, PRINCESS STREET, BURNTWOOD ON
WEDNESDAY 28 JANUARY 2026 COMMENCING AT 6.00 PM**

PRESENT

Councillor L Ennis (in the Chair)

Councillors Bullock, Coe MBE, Craik, D Ennis, R Ennis, Evans, Galvin, Hancox, Kube, Norman, Swain, P Taylor, Tranter, Willis-Croft and Wittstock

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms C Fellows, Team Senior Consultant and Creative Producer, Limitless

Ms K Collins, Senior Engagement Consultant, Limitless

LIMITLESS PROPOSAL

The Chair welcomed Ms C Fellows, Team Senior Consultant and Creative Producer and Ms K Collins, Senior Engagement Consultant to the meeting. Ms Fellows handed out at the meeting a copy of the Burntwood - Underground, Identity, Independence brochure produced by Limitless (a copy of which had been forwarded to all Members of the Council in PDF format prior to the meeting). Ms Collins explained that the document begins the Phase 1 process – research – internal. It reviews Burntwood's current cultural landscape, sets out the evidence for change, and reflects on insights from local stakeholders. She stated that taken together, these findings show how culture can help Burntwood grow stronger by supporting economic resilience, enhancing wellbeing, and shaping an identity that is rooted, inclusive, and proud of its future.

Ms Collins explained that the purpose of Phase 1 was to go beyond mapping physical assets and activities, exploring how culture – both shared and lived – shapes perceptions, behaviours, and aspirations within Burntwood. She stated that engaging directly with local stakeholders, the interviews were designed to uncover insights into the drivers, barriers, and opportunities for cultural participation and community engagement. She explained that each interview lasted approximately 20 minutes and were conducted over a three-day period in July 2025. The findings from these consultations were then analysed thematically to identify patterns, priorities, and emerging themes that will inform the next stages of strategy development. Ms Collins did point out that the participants that took part in the interviews were identified and invited by the Town Council ensuring that those involved had relevant knowledge, experience, or influence within the community.

Ms Collins explained the key findings taken from the interviewees had included for example lost traditions and barriers to participation including confidence, transport, age and social inclusion, undervalued heritage etc and some interviewees did make comparisons to other towns and cities in respect of sustainable and inclusive cultural growth.

The Chair thanked Ms Collins and asked Members if they had any questions. Councillor Wittstock referred in particular to infrastructure changes and explained that the Town Council do not own for example Burntwood Town Shopping Centre based at Sankey's Corner which is under private ownership. Ms Collins asked if members of the public knew that (one of the key findings from the interviews was weak or inconsistent communication channels and marketing strategies). She felt that we needed to find the 'thing(s)' to celebrate rather than comparing Burntwood to for example Lichfield.

Councillor P Taylor stated that Lichfield District Council, in partnership with Burntwood Town Council, is currently developing a comprehensive masterplan to drive regeneration, improve retail, upgrade health/transport infrastructure, and deliver suitable housing in Burntwood. He asked if the brochure could be shared in the public domain and if copies were going to be available for example in the library.

In respect of the interviews which had taken place in July 2025, Councillor Tranter asked if Ms Collins had a record of the number of people who had been spoken to. Ms Collins confirmed that 24 people had been spoken to however she explained that this was Phase 1 and Phase 2 – Research – external would involve engaging with the wider Burntwood community to better understand the needs and desires, drivers, and barriers of those who live, work, and engage with Burntwood. This phase could include a number of test activations and events.

Councillor D Ennis thanked both Ms Collins and Ms Fellows. He felt the presentation had raised more questions and answers but understood that this was Phase 1 and asked if a 'session' could be arranged with representatives from Limitless where Members have the opportunity to ask questions as he felt that perhaps the Town Council Meeting was not that platform. Referring to key findings – undervalued heritage, Councillor D Ennis stated that he, together with the Chair and Councillor Norman and Councillor Woodward had visited Chasewater Railway Museum back in December 2025 (*admission to the museum is free and also accessible to visitors with mobility difficulties. Visitors can view a vast array of railway items, some from as early as the 1800s. Although they try to focus on artefacts associated with the local area, with its strong links with the coal mining industry, their collections include items from much further afield*). Councillor D Ennis did feel however that Burntwood Town Council was not mentioned enough in the brochure.

PUBLIC FORUM

No members of the public were present.

COUNTY COUNCILLOR PLATFORM

The Deputy Clerk explained that the County Councillors had been invited but were unable to attend due to clashes with other meetings/commitments.

60. APOLOGIES FOR ABSENCE were received from Councillor Banevicius, Councillor Bishop, Councillor Gittings, Councillor Kirkham, Councillor S Taylor, and Councillor Woodward.

61. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

62. MINUTES – 26 NOVEMBER 2025

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

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 26 November 2025 (Minute Nos. 46-59) be received and where necessary approved and adopted.

63. CHAIR'S REPORT

Councillor L Ennis read out the following statement:

Good evening everyone

I hope everyone had a restful Christmas and New Year. It's been a quiet time since the last full council, so I don't have much to update you on.

Darren and I attended the Christmas Carol down at Princes Park. This was a wonderful event with lots of people attending, wonderful hot chocolate and fabulous carols. I also when to Spark to give them some of the selection boxes we had left from our Christmas events, these were given out by Santa for the children at Spark just before the Christmas holidays.

Darren, Sue, Steve, and I also when over to Chasewater Railway to meet up with Andrew who gave us a wonderful tour around the trains, museum, and tracks. I didn't know how much work and effort goes into the running of Chasewater Railway and it was wonderful to meet different staff members and the refurbishment work that goes into it all.

I also had the pleasure of meeting the winners of Burntwood Town Council Student Award with Di. Very two inspiring young people who are both dedicated to their chosen sport, one was swimming, and one was cycling. I wish them both great success in the future and hope to hearing from them about how the award help them over the year.

And finally, as people may know my 24-hour walk didn't go to plan sadly after 12 hours I had to call time on the walk due to the awful weather. I am planning on doing it again, I have dates set out but if the opportunity comes up to go out I just will and get it done. I just want to thank all the people who join me on the evening and especially our friend Ralph who was out with me during the most awful weather and has agreed to come out with me again, I really do appreciate it. Plus, we do have another event planned near the end of April but more details to come.

64. MEMBERS QUESTIONS

No questions were raised by Members.

65. PLANNING AND DEVELOPMENT COMMITTEE – 15 DECEMBER 2025 AND 15 JANUARY 2026

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 15 December 2025 (Minute Nos. 37-43) and 15 January 2026 (Minute Nos. 44-49) be received and where necessary approved and adopted.

66. COMMUNITY AND PARTNERSHIPS COMMITTEE – 19 JANUARY 2026

Councillor Evans referred to Minute No. 35 – Community Engagement and in particular where Councillor D Ennis refers to his visit to Chasewater Railway Museum in December 2025. She asked if Councillor L Ennis, Councillor Norman, and Councillor Woodward could be added to the Minutes as they had attended as well.

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 19 January 2026 (Minute Nos. 32-42) be received and where necessary approved and adopted.

67. 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.

68. CONFIDENTIAL MINUTES – 26 NOVEMBER 2026

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

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

RESOLVED That the Confidential Minutes of the Meeting of the Town Council held on 26 November 2025 (Minute Nos. 57-59) be received and where necessary approved and adopted.

(The Meeting closed at 6.30 pm)

Signed

Date



**BURNTWOOD TOWN COUNCIL
2026/27 CALENDAR OF MEETINGS**

May & June July & August September & October November & December January & February March & April May

FULL COUNCIL	Wednesday 20 May 2026	Thursday 23 July 2026	Thursday 24 September 2026	Thursday 19 November 2026	Thursday 14 January 2027	Wednesday 24 March 2027	Thursday 20 May 2027
PLANNING & DEVELOPMENT CMTE	Monday 18 May 2026	Monday 13 July 2026	Monday 14 September 2026	Monday 16 November 2026	Monday 18 January 2027	Monday 08 March 2027	Monday 17 May 2027
	Monday 22 June 2026	Monday 10 August 2026	Monday 12 October 2026	Monday 14 December 2026	Wednesday 10 February 2027	Wednesday 14 April 2027	
COMMUNITY & PARTNERSHIPS CMTE	Thursday 07 May 2026	Thursday 02 July 2026	Tuesday 01 September 2026	Monday 09 November 2026	Tuesday 19 January 2027	Monday 15 March 2027	Thursday 13 May 2027
POLICY & RESOURCES CMTE	Wednesday 13 May 2026	Monday 06 July 2026	Monday 21 September 2026	Wednesday 25 November 2026	Monday 25 January 2027	Monday 22 March 2027	Monday 24 May 2027

All Meetings start at 6pm unless otherwise stated on the Agenda

AGENDA ITEM 6 - ENCLOSURE NO. 2

Burntwood Town Council

25 March 2026

Members Meeting Attendance for the Municipal Year 2025-2026

1.0 Purpose of Report

- 1.1 The purpose of this report is to record the attendance of the Members of the Council during the last municipal year.

2.0 Background

- 2.1 Appendix 3A shows the attendance of Members at the Council Meeting and supporting Committees.

3.0 Legal Requirements

- 3.1 Under the provisions of the Local Government Act 1972 Section 85 (1) requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor unless a dispensation has been granted by the Authority.
- 3.2 It is not a legal requirement for the Council to publish its Members attendance.

4.0 Recommendation

- 4.1 This report is for information purposes only and does not require any decision by the Council.

Contact Officer

Jayne Minor
Deputy Clerk
jayne.minor@burntwood-tc.gov.uk
01543 677166

BURNTWOOD TOWN COUNCIL 2025/26

TOWN COUNCIL Member Attendance																			
COUNCILLOR	22/05/2025	24/07/2025	25/09/2025	26/11/2025	28/01/2026	25/03/2026	20/05/2026												
Bacon, Norma	✓	✓																	
Banevicius, Sharon	✓	✓	✓	✓	Ap														
Bishop, Bev	✓	✓	✓	✓	Ap														
Bullock, Andrew	✓	Ap	✓	Ap	✓														
Coe, Kathy	✓	✓	✓	Ap	✓														
Craik, Jim					✓														
Ennis, Darren	✓	✓	✓	Ap	✓														
Ennis, Laura	✓	✓	✓	✓	✓														
Ennis, Robyn	✓	Ap	✓	Ap	✓														
Evans, Diane	✓	✓	✓	✓	✓														
Flanagan, Paul	Ap																		
Galvin, Michael	✓	✓	Ap	✓	✓														
Gittings, Carolyn	✓	✓	Ap	✓	Ap														
Hancox, Joanne	✓	✓	✓	Ap	✓														
Kirkham, Elaine	✓	✓	Ap	Ap	Ap														
Kube, Catherine			✓	✓	✓														
Norman, Steven	✓	✓	✓	✓	✓														
Swain, Steven	✓	Ap	✓	✓	✓														
Taylor, Paul	Ap	✓	✓	✓	✓														
Taylor, Sharon	Ap	✓	Ap	✓	Ap														
Tranter, Heather	✓	✓	Ap	✓	✓														
Willis-Croft, Keith	✓	✓	✓	✓	✓														
Wittstock, Jacquie	✓	✓	Ap	✓	✓														
Woodward, Susan	✓	✓	✓	✓	Ap														

POLICY AND RESOURCES COMMITTEE Member Attendance																			
COUNCILLOR	09/07/2025	22/09/2025	06/11/2025	26/01/2026	16/03/2026	13/05/2026													
Bacon, Norma	✓																		
Banevicius, Sharon	Ap	✓	✓	✓	Ap														
Craig, Jim				✓	Ap														
Ennis, Darren	Ap	✓	✓	✓	✓														
Evans, Diane	✓	✓	✓	✓	✓														
Galvin, Michael	Ap	✓	✓	✓	Ap														
Hancox, Joanne	Ap	✓	Ap	✓	✓														
Norman, Steven	✓	Ap	✓	✓	✓														
Swain, Steven	✓	✓	✓	✓	Ap														
Taylor, Paul	✓	Ap	Ap	✓	✓														
Tranter, Heather	✓	Ap	✓	✓	✓														
Wittstock, Jacquie	Ap	Ap	✓	✓	✓														
Woodward, Susan	✓	Ap	Ap	✓	✓														

PLANNING AND DEVELOPMENT COMMITTEE																	
Member Attendance																	
COUNCILLOR	16/06/2025	14/07/2025	07/08/2025	15/09/2025	15/10/2025	17/11/2025	15/12/2025	15/01/2026	09/02/2026	23/03/2026	20/04/2025	18/05/2026					
Bacon, Norma	✓	✓	✓														
Bishop, Bev	Ap	Ap	Ap	✓	✓	✓	✓	Ap	Ab								
Bullock, Andrew	Ap	✓	Ap	Ap	✓	Ap	✓	✓	Ap								
Craig, Jim							✓	✓	✓								
Ennis, Darren	✓	✓	✓	Ap	✓	✓	✓	✓	✓								
Ennis, Laura	✓	✓	✓	✓	✓	✓	✓	✓	✓								
Gittings, Carolyn	✓	✓	Ap	✓	✓	✓	✓	Ap	✓								
Hancox, Joanne	✓	Ap	✓	Ap	✓	✓	Ap	✓	✓								
Kube, Catherine					✓	✓	✓	Ap	✓								
Swain, Steven	Ap	✓	✓	✓	✓	✓	Ap	✓	✓								
Taylor, Sharon	✓	✓	✓	Ap	Ap	Ap	✓	✓	Ap								
Taylor, Paul	✓	✓	✓	✓	✓	Ap	✓	✓	✓								
Willis-Croft, Keith	✓	✓	✓	✓	✓	✓	✓	✓	✓								

COMMUNITY AND PARTNERSHIPS COMMITTEE																	
Member Attendance																	
COUNCILLOR	16/07/2025	08/09/2025	10/11/2025	19/01/2026	09/03/2026	07/05/2026											
Bishop, Bev	✓	✓	✓	Ab	Ap												
Coe, Kathy	✓	✓	Ap	✓	Ap												
Ennis, Darren	✓	✓	✓	✓	Ap												
Ennis, Robyn	✓	Ap	✓	Ap	Ap												
Evans, Diane	✓	✓	✓	✓	✓												
Gittings, Carolyn	✓	✓	✓	Ap	✓												
Kirkham, Elaine	Ap	✓	Ap	✓	✓												
Kube, Catherine			✓	✓	✓												
Taylor, Paul	✓	✓	✓	✓	✓												
Taylor, Sharon	Ap	Ap															
Tranter, Heather	✓	Ap	✓	✓	✓												
Willis-Croft, Keith	✓	✓	✓	✓	✓												
Wittstock, Jacquie	✓	Ap	✓	✓	✓												

LEGEND: ü = Present; Ap = Apologies tendered, Ab = Absent, Aa = Authorised Absence

Burntwood Town Council

Wednesday 25th March 2026

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

1.0 Purpose of Report

1.1 To update the Town Council on its income and expenditure position after 10 months of the financial year.

2.0 Background

2.1 Income and expenditure for the first 10 months (83%) of the financial year, April to January, are compared to the 2025/26 budget in the attached table **[APPENDIX 4A]**. The % of budget spent (or % of income received so far) is also shown for each budget item and cost centre.

3.0 Key points on income and expenditure and variances from budget

3.1 The grand totals at the end of the table show that 97.8% (£512,313) of the budgeted expenditure had been spent by the end of January. However, this included £45,132 spent on the Chase Terrace Community Centre (CTCC) redevelopment project or returned to MHCLG. That expenditure was not included in the approved budget. So, if that expenditure, and also the small amount of CIL expenditure, are excluded from the total, the remaining expenditure was about 89% of budget by end January.

3.2 This is slightly above what would be expected at this stage of the year if expenditure was evenly spread across the year. However, total expenditure consists of items with various payment patterns. For instance, some items are paid in full early in the financial year, such as rates, refuse collection, and the Council insurance. Other significant items such as LDC contract grounds maintenance and street lighting are billed in full later in the year and are now included. Other costs are much more evenly spread across the year, such as staff costs, telephone/broadband, website and IT support. In addition, some expenditure relates to deposits for events in 2026/27 and an adjustment for this will be made when compiling the annual accounts.

3.3 The largest spend (normally just over half of all expenditure) is on staff costs. They were at the expected level (about 84% of budget) at end January. The National Pay Award of 3.2% was very close to the estimate of 3% used to set the budget.

3.4 The '% Spent' for grounds maintenance at Coulter Lane Burial Ground, and to a lesser extent at the Cemetery, are very high. This was due to large bills for tree work being received late, a substantial amount of the work having been carried out in the previous financial year. The cost of unexpected repairs to the wall at Coulter Lane are also now included in the figures.

3.5 The budget for Events is shown in the table as one sum (line 4261 – All community events) to enable flexibility in spending rather than allocating to specific events at the start of the year. Excluding the markets, which were budgeted separately, £13,958 was received in income from events and £46,103 was spent, resulting in a net spend of £32,145. This is less than the budgeted

net spend of £37,872. As mentioned above, the events spend does include some expenditure for the 2026 Wakes.

3.6 Looking at income, the precept is paid in full by LDC in late April and no budget is set for CIL money, as it is not predictable and has to be earmarked for certain allowed projects. In addition, a donation of £1,400 was received for a defibrillator. If these items are excluded, other budgeted income was about 4% above the annual budget by the end of January. Bank and investment interest/dividends, OMC room hire and traffic island sponsorship were all higher than expected as was Cemetery income. The budget for CTCC income was hard to predict at the beginning of 2025 when the opening date and exact take up were unclear. However, income has already exceeded the annual budget.

4.0 Legal context

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

5.0 Conclusion

5.1 The Council is asked to note the current position against budget. The final accounts for this financial year ending 31st March will be presented to the May meeting and will include adjustments for any income or expenditure which relates to 2026/27 events.

Contact Officer

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Corporate								
1176 Precept	385,542	396,939	396,939	0			100.0%	
1199 CCLA Interest	13,827	10,418	11,400	982			91.4%	
1205 Bank Account Interest	1,247	826	800	(26)			103.2%	
1206 CIL income	3,199	65,574	0	(65,574)			0.0%	
Corporate :- Income	403,816	473,757	409,139	(64,618)			115.8%	0
4998 CIL expenditure	20,342	569	0	(569)		(569)	0.0%	
Corporate :- Indirect Expenditure	20,342	569	0	(569)	0	(569)		0
Net Income over Expenditure	383,474	473,188	409,139	(64,049)				
6000 plus Transfer from EMR	20,342	0	0	0				
6001 less Transfer to EMR	3,199	0	0	0				
Movement to/(from) Gen Reserve	400,617	473,188	409,139	(64,049)				
104 OMCC								
1025 Sundry Income	394	213	50	(163)			425.5%	
1070 OMCC: Unit Rents	30,448	25,648	31,261	5,613			82.0%	
1071 OMCC: Unit Service Charges	29,729	25,921	31,557	5,636			82.1%	
1072 OMCC: Room Hire	2,943	3,316	2,000	(1,316)			165.8%	
OMCC :- Income	63,514	55,098	64,868	9,770			84.9%	0
4019 Employee costs	27,671	25,927	29,622	3,695		3,695	87.5%	
4022 NNDR	7,984	7,984	8,375	391		391	95.3%	
4023 Water Rates	1,640	1,651	1,850	199		199	89.3%	
4055 Energy	14,492	10,050	17,000	6,950		6,950	59.1%	
4056 Building & Grounds Maintenance	11,064	11,596	13,500	1,904		1,904	85.9%	
4059 Other Supplies and Services	3,083	3,644	4,000	356		356	91.1%	
OMCC :- Indirect Expenditure	65,935	60,853	74,347	13,494	0	13,494	81.9%	0
Net Income over Expenditure	(2,421)	(5,756)	(9,479)	(3,723)				
105 Transport								
4064 Members Travel Expenses	0	0	150	150		150	0.0%	
Transport :- Indirect Expenditure	0	0	150	150	0	150	0.0%	0
Net Expenditure	0	0	(150)	(150)				
107 Supplies & Services								
4019 Employee costs	218,366	196,530	234,405	37,875		37,875	83.8%	

AGENDA ITEM 8 - ENCLOSURE NO. 4 - APPENDIX 4A

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4057 Telephones & Broadband	2,631	2,237	2,700	463		463	82.8%	
4059 Other Supplies and Services	1,482	364	1,500	1,136		1,136	24.3%	
4060 Car Mileage: Employees	14	47	400	353		353	11.7%	
4120 Postage	187	44	250	207		207	17.4%	
4139 Computers & other office equip	12,321	9,827	11,000	1,173		1,173	89.3%	
4170 Subscriptions to other bodies	1,763	2,344	2,150	(194)		(194)	109.0%	
4180 Professional Fees	1,249	2,799	3,500	701		701	80.0%	
4211 General office expenses	2,603	1,550	2,433	883		883	63.7%	
4212 Training & conferences	490	1,033	2,000	967		967	51.6%	
4220 Bank Charges	233	224	280	56		56	80.1%	
4221 Insurance	5,561	5,327	6,200	873		873	85.9%	
4234 Audit	1,961	1,883	2,200	317		317	85.6%	
Supplies & Services :- Indirect Expenditure	248,861	224,207	269,018	44,811	0	44,811	83.3%	0
Net Expenditure	(248,861)	(224,207)	(269,018)	(44,811)				
<u>108 Communications</u>								
4171 All communications	5,261	5,698	8,500	2,802		2,802	67.0%	
Communications :- Indirect Expenditure	5,261	5,698	8,500	2,802	0	2,802	67.0%	0
Net Expenditure	(5,261)	(5,698)	(8,500)	(2,802)				
<u>201 Street Lighting</u>								
4055 Energy	784	689	900	211		211	76.6%	
4241 Maintenance	530	546	750	204		204	72.8%	
Street Lighting :- Indirect Expenditure	1,314	1,235	1,650	415	0	415	74.9%	0
Net Expenditure	(1,314)	(1,235)	(1,650)	(415)				
<u>202 Bus Shelters</u>								
4241 Maintenance	91	0	1,000	1,000		1,000	0.0%	
Bus Shelters :- Indirect Expenditure	91	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	(91)	0	(1,000)	(1,000)				
<u>203 Christmas Lights & Trees</u>								
4260 General Expenses	3,418	4,080	5,000	920		920	81.6%	
Christmas Lights & Trees :- Indirect Expenditure	3,418	4,080	5,000	920	0	920	81.6%	0
Net Expenditure	(3,418)	(4,080)	(5,000)	(920)				

AGENDA ITEM 8 - ENCLOSURE NO. 4 - APPENDIX 4A

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
205 Traffic Islands								
1030 Traffic Islands: Sponsorship	7,284	8,000	7,050	(950)			113.5%	
Traffic Islands :- Income	7,284	8,000	7,050	(950)			113.5%	0
4241 Maintenance	7,841	8,149	8,250	101		101	98.8%	
4304 Signage	780	0	500	500		500	0.0%	
4306 NNDR: Traffic Islands	195	195	205	10		10	94.9%	
Traffic Islands :- Indirect Expenditure	8,816	8,344	8,955	611	0	611	93.2%	0
Net Income over Expenditure	(1,532)	(344)	(1,905)	(1,561)				
206 Brighter Burntwood								
4241 Maintenance	2,481	7,581	4,500	(3,081)		(3,081)	168.5%	
4260 General Expenses	88	0	0	0		0	0.0%	
Brighter Burntwood :- Indirect Expenditure	2,569	7,581	4,500	(3,081)	0	(3,081)	168.5%	0
Net Expenditure	(2,569)	(7,581)	(4,500)	3,081				
207 Flagpole								
1025 Sundry Income	980	0	0	0			0.0%	
Flagpole :- Income	980	0	0	0				0
4241 Maintenance	12	0	500	500		500	0.0%	
Flagpole :- Indirect Expenditure	12	0	500	500	0	500		0
Net Income over Expenditure	968	0	(500)	(500)				
209 Coulter Lane Burial Ground								
4241 Maintenance	1,948	21,429	2,100	(19,329)		(19,329)	1020.4%	
Coulter Lane Burial Ground :- Indirect Expenditure	1,948	21,429	2,100	(19,329)	0	(19,329)	1020.4%	0
Net Expenditure	(1,948)	(21,429)	(2,100)	19,329				
211 Burntwood Town Strategy								
4754 BTS Projects	1,292	43	0	(43)		(43)	0.0%	
Burntwood Town Strategy :- Indirect Expenditure	1,292	43	0	(43)	0	(43)		0
Net Expenditure	(1,292)	(43)	0	43				
6000 plus Transfer from EMR	1,292	0	0	0				
Movement to/(from) Gen Reserve	0	(43)	0	43				

AGENDA ITEM 8 - ENCLOSURE NO. 4 - APPENDIX 4A

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 Response & Repair Team								
4766 Community repairs - materials	725	895	2,000	1,105		1,105	44.7%	
4767 BURRT vehicle costs	2,639	1,482	4,500	3,018		3,018	32.9%	
Response & Repair Team :- Indirect Expenditure	3,364	2,377	6,500	4,123	0	4,123	36.6%	0
Net Expenditure	(3,364)	(2,377)	(6,500)	(4,123)				
213 Community Events								
1090 Wakes - Pitch Fees	570	770	400	(370)			192.5%	
1100 Wakes Other Income	9,547	9,907	1,500	(8,407)			660.4%	
1101 Christmas	325	365	0	(365)			0.0%	
1102 Play in the Parks	3,380	2,917	2,600	(317)			112.2%	
Community Events :- Income	13,822	13,958	4,500	(9,458)			310.2%	0
4261 All community events	0	0	42,372	42,372		42,372	0.0%	
4262 Christmas Events	10,110	10,841	0	(10,841)		(10,841)	0.0%	
4390 Wakes (all expenditure)	21,501	25,450	0	(25,450)		(25,450)	0.0%	
4398 Markets	8,377	7,351	9,000	1,649		1,649	81.7%	
4761 Play in the Parks	10,340	9,812	0	(9,812)		(9,812)	0.0%	
Community Events :- Indirect Expenditure	50,327	53,454	51,372	(2,082)	0	(2,082)	104.1%	0
Net Income over Expenditure	(36,505)	(39,496)	(46,872)	(7,376)				
214 Community Development								
1025 Sundry Income	1,220	1,400	0	(1,400)			0.0%	
Community Development :- Income	1,220	1,400	0	(1,400)				0
4763 Lichfield Garrick Partnership	0	5,000	5,000	0		0	100.0%	
4764 Other Community Projects	8,725	2,283	5,000	2,717		2,717	45.7%	
Community Development :- Indirect Expenditure	8,725	7,283	10,000	2,717	0	2,717	72.8%	0
Net Income over Expenditure	(7,505)	(5,883)	(10,000)	(4,117)				
215 SCAMP								
4550 SCAMP: Maintenance	32	0	250	250		250	0.0%	
SCAMP :- Indirect Expenditure	32	0	250	250	0	250	0.0%	0
Net Expenditure	(32)	0	(250)	(250)				
301 Civic Expenses								
1062 Fundraising	641	0	0	0			0.0%	
Civic Expenses :- Income	641	0	0	0				0

AGENDA ITEM 8 - ENCLOSURE NO. 4 - APPENDIX 4A

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Chair's Expenses	0	0	60	60		60	0.0%	
4361 General Expenses	127	83	250	167		167	33.3%	
4368 Fundraising - Exps/Distribn	869	10	0	(10)		(10)	0.0%	
Civic Expenses :- Indirect Expenditure	996	93	310	217	0	217	30.1%	0
Net Income over Expenditure	(355)	(93)	(310)	(217)				
6000 plus Transfer from EMR	272	0	0	0				
6001 less Transfer to EMR	44	0	0	0				
Movement to/(from) Gen Reserve	(127)	(93)	(310)	(217)				
<u>302 Better Burntwood incl. grants</u>								
4416 Better Burntwood expenditure	27,151	23,033	27,000	3,967		3,967	85.3%	
4760 S Sutton Bursary/Youth award	2,000	2,000	2,000	0		0	100.0%	
Better Burntwood incl. grants :- Indirect Expenditure	29,151	25,033	29,000	3,967	0	3,967	86.3%	0
Net Expenditure	(29,151)	(25,033)	(29,000)	(3,967)				
6000 plus Transfer from EMR	1,000	0	0	0				
Movement to/(from) Gen Reserve	(28,151)	(25,033)	(29,000)	(3,967)				
<u>310 Election Expenses</u>								
4701 Election Expenses	0	0	10,600	10,600		10,600	0.0%	
Election Expenses :- Indirect Expenditure	0	0	10,600	10,600	0	10,600	0.0%	0
Net Expenditure	0	0	(10,600)	(10,600)				
<u>401 Burntwood Cemetery</u>								
1000 Burial Fees/Licences/Headstone	31,163	34,609	33,000	(1,609)			104.9%	
1001 Memorial wall plaques	261	180	100	(80)			180.0%	
Burntwood Cemetery :- Income	31,424	34,789	33,100	(1,689)			105.1%	0
4019 Employee costs	4,076	3,532	4,230	698		698	83.5%	
4163 General Office Expenses	572	471	500	29		29	94.2%	
4810 Gravedigging	6,150	8,105	4,900	(3,205)		(3,205)	165.4%	
4820 NNDR: Burntwood Cemetery	1,643	2,053	1,725	(328)		(328)	119.0%	
4863 Other Maintenance and Services	5,001	4,945	5,550	605		605	89.1%	
4864 Grounds maintenance	14,615	16,587	8,300	(8,287)		(8,287)	199.8%	
Burntwood Cemetery :- Indirect Expenditure	32,058	35,693	25,205	(10,488)	0	(10,488)	141.6%	0
Net Income over Expenditure	(634)	(904)	7,895	8,799				

AGENDA ITEM 8 - ENCLOSURE NO. 4 - APPENDIX 4A

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
502 Chase Terrace Community Centre								
1079 CTCC room hire & other income	1,096	8,485	5,000	(3,485)			169.7%	
Chase Terrace Community Centre :- Income	1,096	8,485	5,000	(3,485)			169.7%	0
4022 NNDR	0	2,198	4,000	1,802		1,802	54.9%	
4023 Water Rates	166	250	300	50		50	83.4%	
4055 Energy	915	2,745	800	(1,945)		(1,945)	343.2%	
4065 CTCC cleaning & maintenance	728	3,264	4,000	736		736	81.6%	
4066 CTCC administration	0	751	4,500	3,749		3,749	16.7%	
4221 Insurance	96	0	1,100	1,100		1,100	0.0%	
Chase Terrace Community Centre :- Indirect Expenditure	1,905	9,209	14,700	5,491	0	5,491	62.6%	0
Net Income over Expenditure	(809)	(724)	(9,700)	(8,976)				
503 CTCC redevelopment project								
1130 Community Ownership Fund	179,698	0	0	0			0.0%	
CTCC redevelopment project :- Income	179,698	0	0	0				0
4010 COF project expenditure	177,208	45,132	0	(45,132)		(45,132)	0.0%	
CTCC redevelopment project :- Indirect Expenditure	177,208	45,132	0	(45,132)	0	(45,132)		0
Net Income over Expenditure	2,490	(45,132)	0	45,132				
Grand Totals:- Income	703,494	595,487	523,657	(71,830)			113.7%	
Expenditure	663,622	512,313	523,657	11,344	0	11,344	97.8%	
Net Income over Expenditure	39,872	83,175	0	(83,175)				
plus Transfer from EMR	22,905	0	0	0				
less Transfer to EMR	3,243	0	0	0				
Movement to/(from) Gen Reserve	59,534	83,175	0	(83,175)				

Burntwood Town Council

Wednesday 25 March 2026

Earmarking of reserves at financial year end

1.0 Purpose of Report

1.1 To enable Council to review the level of Earmarked Reserves (EMRs) towards the end of the current financial year and decide on any additions to, or releases from, those Earmarked Reserves.

2.0 Background

2.1 Unless alternative decisions are taken, any unspent income at the end of the financial year is put into General Reserves. However, funds can be designated to cover specific projects or to cover other expenditure, such as significant building or cemetery maintenance and these funds are known as Earmarked Reserves.

2.2 It is recommended practice to review Earmarked Reserves towards the end of the financial year so that any transfers can be included in the final accounts. Any additions or releases can be agreed in principle, with the exact amounts subject to confirmation of final income and expenditure against budget.

2.3 The Practitioner's Guide, setting out proper practices for governance and accounts for smaller authorities, states that:

There is, in practice, no upper or lower limit to EMRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting) and should be separately identified and enumerated.

2.4 The balances in each EMR at the end of the last financial year are given in Appendix 5A and are followed by suggestions of possible transfers at financial year end for Council to consider.

3.0 Suggested additions and releases for Council decision

3.1 As has been the case for several years, the unspent budget for Election Expenses could again be added to the existing Earmarked Reserve to build funds to cover any future elections, particularly the next parish elections. The Local Government Reorganisation adds uncertainty to the cost of future elections.

3.2 No budget was set for the Town Strategy for 2025/26, with the intention of using the existing Earmarked Reserve to cover any spend this year. However, as the spend to date has been very low, it is suggested that no transfer from the EMR need be made.

3.3 Any unspent 2025/26 budget for the Better Burntwood Fund could be transferred into the Earmarked Reserve. However, the EMR already contains a large sum and a further addition without a firm spending plan could be questioned by the auditor. So, the Council is asked to decide whether a transfer should be made.

3.4 There has been an EMR for the Neighbourhood Plan for some years, which has not been used. Council is asked to decide if it needs to be retained or the funds could be released to General Reserves.

3.5 If any funds are raised for charity during this financial year, they should not go into General Reserves but be earmarked for distribution to charity next financial year.

3.6 Council is asked to decide whether any underspend on Events this financial year is to be added to the Earmarked Reserve for Significant Events.

3.7 All CIL money should be earmarked, as it can only be spent on certain specific items. As there is a time limit on spending CIL, it is suggested that the CIL income received this year is put into the EMR and notionally the earliest remaining CIL is taken from the EMR to cover any CIL expenditure this financial year.

3.8 Community Ownership funds for the works at Chase Terrace Community Centre, that were unspent at the end of the last financial year, were put into a new Earmarked Reserve. Part of the remaining project expenditure this financial year could be covered from that EMR, rather than from General Reserves or the EMR could be retained for potential future works required on the building.

3.9 Council is also asked to decide if a new EMR is to be set up, by transfer from the Town Strategy EMR, to cover potential replacement of the BuRRT vehicle.

4.0 Legal context

4.1 The Accounts and Audit Regulations require effective financial management by smaller authorities. It is recommended practice that Earmarked Reserves are reviewed at the end of the financial year and that General Reserves give a level of cover of between 3 and 12 months of revenue expenditure (with councils of this size expected to be nearer 3 months).

5.0 Conclusion

5.1 The Council is asked to consider the options put forward in the final column of Appendix 5A, as described above and approve any additions to, or releases from Earmarked Reserves for inclusion in the final 2025/26 accounts.

Contact Officer

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

BURNTWOOD TOWN COUNCIL - EARMARKED RESERVES - OPTIONS FOR TRANSFERS AT YEAR END 2025/26

DESCRIPTION	BALANCES AT YEAR END 31/03/2025	POTENTIAL EARMARKING AT YEAR END 31/03/2026 (Where earmarking is dependent on unspent budget, principle of earmarking should be approved and exact amount finalised on completion of annual accounts)
EARMARKED CAPITAL RESERVES:		
1. BURNTWOOD CEMETERY	77,412	No change.
TOTAL EARMARKED CAPITAL RESERVES	77,412	
EARMARKED REVENUE RESERVES:		
2. ELECTIONS	48,762	Add 2025/26 budget (£10,600, all unspent) to EMR.
3. TOWN STRATEGY	78,460	No budget set for 2025/26 so any 2025/26 spend could be taken from this reserve (though spend is very low up to January. If this is still the case at year end then could leave unchanged).
4. BETTER BURNTWOOD FUND	92,422	No change or any unspent 2025/26 budget could be added to this reserve (just under £4,000 at end January but will be lower by end March).
5. STEPHEN SUTTON BURSARY/YOUTH GRANTS	2,000	No change (2 awards budgeted in 2025/26 and both awarded).
6. NEIGHBOURHOOD PLAN	15,250	No change or could perhaps now be released.
7. OLD MINING COLLEGE	59,736	No change.
8. CHARITY FUNDRAISING	44	Add any net fundraising money received during 2025/26.
9. SCAMP: MAINTENANCE & POSSIBLE ENHANCEMENTS	965	No change.
10. SIGNIFICANT EVENTS	15,000	No change or any Events budget underspend for 2025/26 could be added to this reserve.
11. CIL MONEY	21,302	CIL money needs to be earmarked, as it can only be spent on specific items. Add CIL income received this year (£65,574) and take CIL spend (£569 so far) from this reserve so that the earliest CIL income is effectively spent first (due to time limit on spend).
12. STREET LIGHTING	2,495	No change.
13. CHASE TERRACE COMMUNITY CENTRE	2,490	This could be released to cover part of the expenditure in 2025/26 and thereby preserve general reserves or it could be retained as an EMR towards future works that may be required.
14. BURRT		New EMR to cover potential replacement, transferring funds from the Town Strategy EMR
TOTAL EARMARKED REVENUE RESERVES	338,926	
TOTAL EARMARKED CAPITAL AND REVENUE RESERVES	416,338	
GENERAL RESERVES	169,078	Approximately 4 months cover of budgeted income/expenditure.

Burntwood Town Council

25 March 2026

Creation of Enlarged Meeting Room at The Old Mining College

1. Purpose of the Report

To seek Council approval for the reconfiguration and improvement of an existing first-floor office at The Old Mining College to create an enlarged, flexible meeting room suitable for Council meetings and wider community use. This is the large office that will be reconfigured to one room and allow the existing meeting room be leased to a tenant.

2. Background

The existing meeting facilities at The Old Mining College have limited capacity for larger meetings and do not provide an ideal layout for hybrid meetings or public attendance. The proposed works will combine and reconfigure an existing office space to create a larger, more functional meeting room capable of accommodating approximately **25–30 people seated around a table**, with appropriate audio-visual equipment to support video conferencing.

The works involve relatively minor internal alterations including removal of an internal stud wall, electrical adjustments, redecoration, flooring replacement and installation of conferencing equipment.

The works will be undertaken **in-house by the Council's Burrf Team**, with labour costs charged through payroll at an agreed internal rate and contained within the approved project budget.

3. Financial Implications

The estimated total project value is £14,150.

The majority of the funding has been secured through Section 106 funding from Lichfield District Council, which has agreed to allocate £13,000 toward the project.

Any remaining balance (if required) will be funded from Burntwood Town Council's General Reserve.

This approach enables the Council to significantly improve its facilities while limiting the direct financial impact on the Council's core budget.

4. Community and Operational Benefits

The project will deliver several operational and community benefits:

- Improved Council Facilities – A suitably sized room for Full Council and committee meetings, including better accommodation for members of the public.
- Hybrid Meeting Capability – Installation of conferencing equipment will enable improved remote attendance and video conferencing where required.
- Community Use – The room will be made available for local community groups, meetings and training sessions, supporting local voluntary activity.
- Increased Use of The Old Mining College – Enhanced facilities will help increase footfall at the building and raise awareness of Council services and those provided by on-site tenants.
- Efficient Use of Existing Space – The project makes better use of existing accommodation within the building rather than requiring external venue hire.

The proposal therefore aligns with the Council's aim of maximising the use of its community assets and supporting local organisations.

5. Project Timescale

Stage	Timescale
Approval of proposal and allocation of \$106 funding	agreed
Preparation of specification	Mid March 2026
Quotations and contractor arrangements	Complete
Lead-in period (materials & scheduling)	Mid April 2026
On-site works	2–3 weeks
Completion and sign-off	By 31 May 2026

6. Recommendation

That Burntwood Town Council:

1. Approve the proposal to create an enlarged meeting room at The Old Mining College.
2. Note the allocation of £13,000 of \$106 funding from Lichfield District Council toward the project.
3. Approve the use of the Council's General Reserve to meet any remaining project cost if required.

4. Authorise the Burr T Team to undertake the works in accordance with the approved specification and budget.

Contact Officer

Steve Lightfoot
Town Clerk

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

**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 2025 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

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
MONDAY 09 FEBRUARY 2026**

PRESENT

Councillor Gittings (in the Chair)

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

In attendance

Ms Minor, Deputy Clerk

A Knox, Team Member, Response and Repair Team

M Jones, Principal Team Member, Response and Repair Team

Two members of the public

Planning Application 26/00038/FUL – Flat Above, 28 Queen Street –

First floor extension to create new entrance to flat and installation new metal staircase

Mr Guest explained that he lived adjacent to the proposed first floor extension and was the person who had informed Lichfield District Council of the works being carried out without planning permission. Members were informed that a planning application had since been submitted and that the building works had ceased. Mr Guest explained that the wooden structure on the flat roof of the ground floor extension is to be covered and rendered to match the existing rendering however he was not happy with the platform at the end of the roof and the steel staircase as he felt that this infringed his privacy from his landing windows. Mr Guest confirmed that he had written an objection to Lichfield District Council on 28 January 2026.

Following the Deputy Clerk's pre-meeting with Councillor S Taylor on Thursday 05 February, where it was noted that the objection written by Mr Guest did not appear on the planning portal, Councillor P Taylor informed Members that he had personally handed in a copy of Mr Guest's letter on the evening of Thursday 05 February and had received confirmation that the neighbour response would be uploaded to the planning portal. The Deputy Clerk confirmed that the neighbour response had been uploaded and was dated 06 February 2026.

50. APOLOGIES FOR ABSENCE were received from Councillor Bullock and Councillor S Taylor.

51. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

52. BuRRt UPDATE

The Chair thanked the Response and Repair Team members for the work undertaken.

Councillor D Ennis referred to recent social media posts and the grit bins maintained by the Town Council and felt that the Town Council did not get enough recognition. He explained that in fact the Town Council were adding more grit bins to their maintenance list.

In the absence of Councillor S Taylor due to ill health, Councillor P Taylor explained that Councillor S Taylor, as Chair, had been in communication with a Member of the Council, who was not a Member of this Committee, and she had been minded to ask the Committee if a target date column could be added to the report of activities. Referring to previous discussions, Councillor P Taylor stated that this Member had previously raised concerns regarding the reporting of tasks/jobs undertaken by BuRRT which had previously been discussed in depth. From 08 January, the current format of the report did not reflect all of the work carried out by the Response and Repair Team members (maintenance undertaken at the Old Mining College Centre and Chase Terrace Community Centre etc were not included in the report).

The Principal Team Member explained that they had been told not to include maintenance tasks undertaken at the Old Mining College Centre or the Chase Terrace Community Centre in the report. He explained that they were disgruntled as they felt that under the current format of the report Members were unaware of exactly what tasks they undertook.

The Team Member explained that they prioritised each task. The Principal Team Member explained that savings were being made as some of the tasks undertaken inhouse would need to be outsourced to an external contractor.

Councillor D Ennis explained that when the initiative was first discussed (Policy and Resources Committee dated 29 March 2022 refers), it was to implement a new service for the town above and beyond what the Town Council was previously carrying out which would involve a whole new budget. The initiative would highlight what 'extra' the scheme would bring to the town.

Councillor P Taylor explained that the Committee had repeatedly acknowledged the extra work undertaken by BuRRT and the savings made and he felt that all tasks undertaken needed to be recorded.

Councillor L Ennis reminded the Committee that all Members of the Council were entitled to put in a 'request/suggestion' for consideration by this Committee, however, Councillors decided not to include a target date column at this moment in time.

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

RESOLVED That

- a. the report of activities be noted.
- b. all works undertaken by BuRRT be included on the list and that the task/job remains on the list until completion.

(The Response and Repair Team left the meeting)

53. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 15 January 2026 (Minute Nos. 44-49) be approved as a correct record.

54. INFORMATION FROM THE MINUTES

Plans for Indoor Padel and Pickleball Courts in Burntwood

The Deputy Clerk confirmed that this was for information purposes only and no decision was required by the Committee. Following recent social media posts, the Deputy Clerk explained that an industrial unit off Ring Road could be transformed to create a new indoor Padel and Pickleball facility. The development has been proposed by LCP Properties Limited to create a site for operator Padel + Play. The company runs similar "boutique" facilities in Worcester and Stratford-upon-Avon. It was noted that the new facility had yet to be approved. The planning application will initially focus on the principle of the change of use of the building.

55. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|---|---|
| (a) | 26/00023/FUL | Chasetown | Motor Fuel Group
Petrol Station
Morrisons
Milestone Way
Burntwood | Variation of Condition 9
(operating hours) of
application 24/01097/FUL to
allow the premises to open 24
hours per day |
|-----|--------------|-----------|---|---|

No objection.

- | | | | | |
|-----|--------------|-----------|---|---|
| (b) | 26/00038/FUL | Chasetown | Mr Vadivelu
Flat Above
28 Queen Street
Burntwood | First floor extension to create
new entrance to flat and
installation of new metal
staircase |
|-----|--------------|-----------|---|---|

OBJECTION. Members felt that the plans provided were not accurate as they did not show the windows on the side of 26 Queen Street. The installation of a new metal staircase would cause loss of privacy to neighbouring property. Members felt that the description of the proposal was not accurate as works had already started and therefore the description should have included the word retrospective.

- | | | | | |
|-----|--------------|---------|--|---|
| (c) | 26/00045/FUH | Hunslet | Mr Wood
145 Hunslet Road
Burntwood | Two storey side extension
over existing garage |
|-----|--------------|---------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|---|---|
| (d) | 26/00110/FUH | Highfield | Mr Welch
173 Lichfield Road
Burntwood | Single storey rear extension
with pitched roof to create a
larger kitchen/dining room |
|-----|--------------|-----------|---|---|

No objection in principle as long as the proposed development meets Green Belt criteria.

- | | | | | |
|-----|--------------|-----------|--|--|
| (e) | 26/00047/CLE | Highfield | Miss Purchase
74 Woodhouses Road
Burntwood | Certificate of Lawfulness
(Existing): Installation of
drainage works |
|-----|--------------|-----------|--|--|

No objection.

(The Meeting closed at 7.40 pm)

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 09 MARCH 2026 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)
Councillors Gittings, Kirkham, Kube, P Taylor, Tranter, Willis-Croft and Wittstock

In attendance

Ms J Minor, Deputy Clerk
Ms K Horner, Community Development and Engagement Officer

PUBLIC FORUM

No members of the public were present.

- 43. APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor Coe MBE, Councillor D Ennis, and Councillor R Ennis,

44. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Evans declared an interest in Agenda Item 5 ii – Better Burntwood Fund - South East Staffordshire Citizens Advice Bureau as she is a Trustee and took no part in the discussion and decision thereon.

Councillor P Taylor declared an interest in Agenda Item 7 – Informal Update on the Play in the Parks Events 2026 as he is Chair of Trustees of Burntwood Memorial Association.

45. MINUTES

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

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 19 January 2026 (Minute Nos. 32-42) be approved as a correct record.

46. COMMUNITY ENGAGEMENT

The Community Development and Engagement Officer explained that she together with Councillor Evans had met with the Burntwood Lions to discuss the White Goods Scheme and their progress this year. The Lions continue to support families in Burntwood and have been able to provide even more support this year after receiving an additional grant, as well as the grant from Burntwood Town Council. The

Community Development and Engagement Officer said that she will continue to support them with seeking additional funding for this financial year.

The Community Development and Engagement Officer stated that she together with the Town Clerk had met with Andy Mould, the Chair of Chasewater Railway, who showed them around the site and talked about their aspirations for future development.

The Community Development and Engagement Officer stated that Dementia Friendly Burntwood are holding their next meeting on Wednesday 11 March, 2pm at the Old Mining College Centre. Councillor Kirkham asked if this meeting was accessible virtually. The Community Development and Engagement Officer said that she would find out. The Community Development and Engagement Officer stated that she had met with Helena Haddock from Home Instead Cannock and Burntwood who will be supporting the Dementia Friendly Burntwood group, and it is hoped there will be another Memory Walk this year to support their efforts to raise the impact of dementia across the town.

Referring to Minute No. 36c – Better Burntwood Fund (19 January 2026 refer), the Community Development and Engagement Officer confirmed that the Revive's Festival of Wellbeing is going ahead on Sunday 22 March from 12 – 4pm at Fulfen Primary School. Tickets are available to book for free, and the day will consist of over 20 local wellbeing practitioners and organisations including therapists, relaxation, and pampering specialists, breathwork coaches, nutritionists, and community support services. All funds raised will support Fulfen Primary School and Revive CIC ongoing community wellbeing initiatives.

Referring to Minute No. 15 (22 September 2025 - Policy and Resources Committee refers), Councillor Evans mentioned the creation of a series of videos to promote the work of the Council. The Community Development and Engagement Officer confirmed that inLIFE Design Limited have started to produce a series of short-form, high-quality videos for use across the Council's social media platforms and other communication channels.

Councillor P Taylor informed Members that he is a co-host on Thursday mornings on Lichfield Radio. (Lichfield Radio is a new voice for Lichfield, Burntwood and surrounding villages. It was launched 19 January 2026). Councillor P Taylor explained that Lichfield Radio could help to promote what's happening in Burntwood and information regarding to the radio could be found at <https://lichfieldradio.org>.

47. BETTER BURNTWOOD FUND

Referring to Minute No. 36b – Star Parenting CIC and 36d – LifeSpring Church (19 January 2026 refers), Members asked why these applications had not been included on the agenda for this meeting. It was noted that the previous resolution had placed the applications in abeyance pending receipt of further information. As no additional information had been submitted for consideration prior to the agenda deadline, the items had not been included on the agenda. Members noted the update.

Members referred to each of the applications received in depth.

47a. Chasetown Football Club – Mental Health Football Project

Referring to Minute No. 24f – Better Burntwood Fund (10 November 2025 refers), the Deputy Clerk reminded Members that the previous grant awarded to Chasetown Football Club was for a Care & Compassion Project and Chasetown Football Club are not prohibited from applying again for funding as this was for another project.

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

RESOLVED That Chasetown Football Club be awarded £500 towards the Mental Health Football Project.

(Having declared an interest as a Trustee, Councillor Evans took no part in the proceedings thereon and vacated the Chair. Councillor P Taylor in the Chair)

47b. South East Staffordshire Citizens Advice Bureau (CASES)

The Deputy Clerk explained to Members that CASES would be attending the Play in the Parks events again in 2026. Councillor P Taylor stated that the gazebo would help CASES to support members of the public from different locations in Burntwood.

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

RESOLVED That South East Staffordshire Citizens Advice Bureau be awarded £500 towards the purchase of a gazebo and weights.

**(Following the resolution, Councillor P Taylor vacated the Chair.
Councillor Evans in the Chair)**

47c. Chase Terrace Academy

The Deputy Clerk referred to the Guidance Notes and Conditions of Funding and in particular no. 11 - Education, health, or social services establishments for whom the Central Government, Health Authority, District or County Council are the appropriate funder will not be grant aided. Councillor Evans explained that the Council cannot fund a GCSE school's curriculum.

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

RESOLVED That a grant of £500 be refused as the school is not eligible for funding under the Guidance Notes and Conditions of Funding.

47d. Kate Dawes

Referring to the Guidance Notes and Conditions of Funding and in particular no. 6 – Applications will not be considered from individuals, the Deputy Clerk explained that the applicant had confirmed in an email to her that she is not an organisation and that she is a Staffordshire resident, therefore she has no relevant bank statement or a constitution.

Councillor P Taylor suggested that the Community Development and Engagement Officer may wish to contact the applicant to discuss becoming a Community Interest Company (CIC) and the applicant could be directed to the Creative Burntwood Project.

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

RESOLVED That a grant of £500 be refused as the applicant is not eligible for funding under the Guidance Notes and Conditions of Funding.

47e. Chasewater Light Railway and Museum Company

Councillor P Taylor explained that the funding is being sought to help increase the number of school visits to the railway and museum as they have seen a decline in the attendance of schools, principally due to the cost of transport to the railway.

As Chasewater Country Park borders Norton Canes, the Deputy Clerk explained that another source of funding may be Norton Canes Parish Council as each year that Parish Council considers nominations from local groups for funding to help sustain and support their work.

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

RESOLVED That Chasewater Light Railway and Museum Company be awarded £500 towards the subsidy of educational programme costs. Members stipulated that the grant is only to be spent on school visits from schools based in the parish of Burntwood.

48. INFORMAL UPDATE ON THE BURNTWOOD WAKES FESTIVAL 2026

Referring to the summary of the Burntwood Wakes Festival Organising Group meetings held on 22 January 2026 and 26 February 2026, Councillor Evans asked if Members had any questions. The content of the summaries were received and noted. The Deputy Clerk confirmed that the next meeting of the Organising Group would be Monday 23 March 2026. Councillor Evans explained that sponsors were still needed for the Wakes Festival and if any Member knew of anyone that would be interested in sponsoring the event could they please pass on the details to the Deputy Clerk.

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

Referring to the informal update relating to the Play in the Parks events for 2026, Councillor Evans asked if Members had any questions.

Referring to Minute No. 39 (19 January 2026 refers), Councillor Tranter referred in particular to the previous discussion regarding the pitch at the Memorial Hall being suitable for a Play in the Parks event on Monday 17 August 2026. As Chair of the Trustees of Burntwood Memorial Association Councillor P Taylor confirmed that the Deputy Clerk had visited the space on Friday 30 January 2026 and had confirmed that the pitch/space would be suitable. He confirmed that he was currently in talks with the other Trustees however they had suggested a fee of £40 (for additional cleaning). This to be confirmed by Councillor P Taylor by end of March 2026.

RESOLVED That in the event that a fee of £40 is payment for the Play in the Parks event on Monday 17 August 2026 then the Chair of this Committee be authorised to authorise be payment in consultation with the Deputy Clerk.

50. INFORMAL UPDATE ON THE CHRISTMAS EVENTS 2026

Referring to the informal update relating to the Christmas Events in 2026, Councillor Evans asked if Members had any questions.

The Deputy Clerk explained that the president of Burntwood Rotary had approached Councillor D Ennis regarding the Christmas Tree at Swan Island. She stated that Burntwood Rotary were keen to follow a similar approach to Chasetown, where the Town Council provide a contribution equivalent to what the Council would normally spend and Burntwood Rotary would then organise and deliver the tree themselves. She confirmed that an email had been sent to the president of Burntwood Rotary on 24 February 2026, however, a response was yet to be received. The Deputy Clerk confirmed that the donation would be £500.

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

RESOLVED That in the event that Burntwood Rotary wish to follow a similar approach to Chasetown then the Chair of this Committee be authorised to authorise be payment of £500 in consultation with the Deputy Clerk (Cost Centre 203, Nominal Code 4260).

51. COMMISSIONING PROGRAMME UPDATE

By way of background information, the Community Development and Engagement Officer explained that the purpose of this report was to update Members on the progress made by three projects in receipt of funding from Burntwood Town Council's 3-year commissioning programme. She explained that in February 2023 it was agreed by Members to change Burntwood Town Council's existing larger grants of one-off payments of up to £5,000 to a commissioning model, providing £15,000 over three years for projects delivering outcomes related to specific priorities. Following a public consultation, two priority areas were identified, adult mental health and wellbeing and youth services (11 – 18yrs). Applications were received, and projects delivered by Burton and District Mind, Burntwood Be a Friend and St Anne's Church (joint project), and Platinum Boxing were selected by Members.

The Community Development and Engagement Officer confirmed that all projects are required to return reports every 6 months to update Members on progress based on the objectives each organisation had set themselves to deliver.

The Community Development and Engagement Officer pointed out that Burton and District Mind and Platinum Boxing had begun their projects in April 2024 and have submitted their second annual report. However, she pointed out that Burntwood Be A Friend and St Anne's Church begun their project in October 2024 so they have provided their six monthly report.

Burton and District Mind

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

RESOLVED That the contents of the report be noted and the final payment be approved.

Platinum Boxing

It was proposed by Councillor Wittstock and seconded by Councillor Kirkham and following a unanimous show of hands it was

RESOLVED That the contents of the report be noted and the final payment be approved (to be paid in quarterly payments).

Burntwood Be A Friend and St Anne's Church

RESOLVED That the contents of the report be noted.

52. BURNTWOOD LIONS WHITE GOODS SCHEME ANNUAL UPDATE

Councillor Evans explained that she together with the Community Development and Engagement Officer had met with the Burntwood Lions to discuss the White Goods Scheme and their progress this year. She explained that the white goods were sourced locally (Hathaway Domestic Appliances).

Referring to the referral source, Councillor Wittstock asked if Bromford were the only Housing Association in Burntwood. Councillor Evans confirmed that they were not. Councillor Tranter thought that Bromford could themselves provide support to residents experiencing financial hardship. Councillor Wittstock confirmed that Walsall Council provide funding through the Household Support Fund scheme funded by Government.

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

RESOLVED That £4,326 be approved for payment in April 2026 for the White Goods Scheme. As previously agreed, the increase in payment falls in line with the Town Council's precept.

53. 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.

54. FEEDBACK FROM THE 2025 RECIPIENTS OF THE BURNTWOOD TOWN COUNCIL STUDENT AWARD IN MEMORY OF STEPHEN SUTTON MBE

Members noted the content of the feedback form.

(The Meeting closed at 6.54 pm)

Signed

Date