



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

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Our Ref: SL/JM

13 May 2026

**To: All Members of the Town Council**

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Town Council to be held on **Wednesday 20 May 2026 at Chase Terrace Community Centre, Princess Street, Burntwood** at which the business set out below will be transacted.

**PLEASE NOTE: The meeting will commence immediately after the Annual Town Meeting which will commence at 6pm.**

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. ELECTION OF TOWN COUNCIL CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. ELECTION OF TOWN COUNCIL VICE-CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. APOLOGIES FOR ABSENCE**
- 4. DECLARATIONS OF INTERESTS AND DISPENSATIONS**  
To receive declarations of interests and consider requests for dispensations.
- 5. MINUTES**  
To approve as a correct record the Minutes of the Meeting of the Town Council held on 25 March 2026 (Minute Nos. 69-83) (**ENCLOSURE NO. 1**).
- 6. TO APPOINT CHAIR, VICE-CHAIR AND MEMBERS OF COMMITTEES**  
The Council is asked to appoint Councillors to the Committees that it has set up (**ENCLOSURE NO. 2**).
- 7. CHAIR'S REPORT**  
For information purposes only. No decision is required by the Council.
- 8. MEMBERS QUESTIONS**
- 9. COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING AWARD – PUMP TRACK FOR BURNTWOOD PROJECT**  
Members are asked to accept the in principle award of £300,000 CIL funding from Lichfield District Council. Members are asked to authorise the Town Clerk, in consultation with the Chair of Council and Leader to finalise the location and land ownership arrangements and negotiate and agree the final terms of the Grant Funding Agreement. Members are asked to authorise the signing of the Grant Funding Agreement, subject to satisfactory resolution of legal and land matters and agreement of acceptable funding and delivery terms. Members are asked to note the key risks and obligations associated with the funding award (**ENCLOSURE NO. 3A AND 3B**).
- 10. ADOPTION OF STANDING ORDERS**  
Members are asked to adopt the revised Standing Orders (May 2026 draft) based on the NALC Model Standing Orders (2025), incorporating Burntwood Town Council's established amendments; and Delegate authority to the Proper Officer to make any minor typographical, formatting, or legislative updates prior to publication (**ENCLOSURE NO. 4A, 4B AND 4C**)

**11. INSURANCE POLICY RENEWAL**

Members are asked to authorise the Town Clerk to place the Council's insurance with Hiscox Insurance Company for the period of the Long Term Agreement (three years) and delegate authority to the Town Clerk to finalise the arrangements in consultation with Gallagher (**ENCLOSURE NO. 5A, 5B AND 5C**)

**12. RISK REGISTER**

Members are asked to approve and adopt the Risk Register, approve the review quarterly via the Policy and Resources Committee and report high risk areas to Full Council (**ENCLOSURE NO. 6A AND 6B**)

**13. DATA AUDIT**

Members are asked to approve the Legionella Policy (**ENCLOSURE NO. 7**).

**14. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR 2025/26 INCLUDING ACCOUNTING STATEMENTS**

Council is asked to consider the recommendations in the attached report (**ENCLOSURE NO. 8A**) relating to the draft Annual Governance and Accountability Return 2025/26 (**ENCLOSURE NO.8B**), the Internal Auditor's letter (**ENCLOSURE NO. 8C**), the Detailed Income and Expenditure for 2025/26 (**ENCLOSURE NO. 8D**) and the Statutory Balance Sheet as at 31<sup>st</sup> March 2026 (**ENCLOSURE NO. 8E**).

**15. POLICY AND RESOURCES COMMITTEE – 16 MARCH 2026**

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 16 March 2026 (Minute Nos. 36-48) be received and where necessary approved and adopted (**ENCLOSURE NO. 9**).

**16. PLANNING AND DEVELOPMENT COMMITTEE – 23 MARCH 2026 AND 20 APRIL 2026**

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 23 March 2026 (Minute Nos. 56-61) and 20 April 2026 (Minute Nos. 62-67) be received and where necessary approved and adopted (**ENCLOSURE NO. 10A and 10B**).

**17. COMMUNITY AND PARTNERSHIPS COMMITTEE – 07 MAY 2026**

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 07 May 2026 (Minute Nos. 55-62) be received and where necessary approved and adopted (**ENCLOSURE NO. 11**).

**18. 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.

**19. CONFIDENTIAL POLICY AND RESOURCES COMMITTEE – 16 MARCH 2026**

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 16 March 2026 (Confidential Minute Nos. 46-48) be received and where necessary approved and adopted (**ENCLOSURE NO. 12 - PINK** ).

**20. LEGACY FROM ESTATE**

See Confidential Report (**ENCLOSURE NO. 13 - 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.

|                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>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.</b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT CHASE TERRACE COMMUNITY CENTRE, PRINCESS STREET, BURNTWOOD ON  
WEDNESDAY 25 MARCH 2026 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor L Ennis (in the Chair)  
Councillors Banevicius, Craik, D Ennis, R Ennis, Evans, Gittings, Hancox, Kirkham, Kube, Norman, Swain, P Taylor, Tranter, Willis-Croft, and Woodward

**In attendance**

S Lightfoot, Town Clerk  
Ms J Minor, Deputy Clerk  
Ms A James, Finance Officer

**PUBLIC FORUM**

No members of the public were present.

**COUNTY COUNCILLOR PLATFORM**

The Deputy Clerk explained that the County Councillors had been invited.

**69. APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor Bullock, Councillor Coe MBE, Councillor Galvin, Councillor S Taylor, and Councillor Wittstock.

**70. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Norman declared an interest in Agenda Item 13 – Community and Partnerships Committee dated 09 March 2026 and in particular Minute No. 47b, as he is a Trustee of South East Staffordshire Citizens Advice Bureau.

**71. MINUTES – 28 JANUARY 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 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.

**72. CHAIR'S REPORT**

Councillor L Ennis read out the following statement:

Good evening, everyone.

I hope you are all well, my report this evening will be very short as I haven't been that busy since our last meeting.

I attended the Chinese dancing at Sankey's Corner on Monday 16 February, it was a wonderful event, and we had a brilliant turn out. I personally learned a lot about the dance and the tradition that go along with it, hopefully we will see it again next year.

It was wonderful to attend The Wellbeing Festival that was held at Fulfen Primary School on Sunday 22 March. The event was amazing and brought lots of different people together from the area to listen to talks about healthy eating, mental health, and fitness. We also had different activities on display such as Yoga and Martial Arts. It was a fabulous event to see happening in Burntwood and hopefully it will be the beginning of many more.

### **73. MEMBERS QUESTIONS**

No questions were raised by Members.

### **74. CALENDAR OF MEETINGS 2026/27**

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

**RESOLVED** That the calendar of Meetings for 2026/27 be received and adopted.

### **75. MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2025-26**

Members noted the report detailing the annual Members meeting attendance for the municipal year 2025-26.

### **76. FINANCIAL UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET**

Members noted the report of income and expenditure compared to budget for the first 10 months of the financial year, April 2025 to January 2026. For clarity, Councillor D Ennis explained that the Town Council was on a solid footing.

### **77. EARMARKING OF RESERVES AT THE END OF THE FINANCIAL YEAR**

Members considered the report on earmarked reserves. In respect of No. 1 – Burntwood Cemetery, Councillor D Ennis **recommended** that the Town Council take from reserves to cover costs of repairs to the Coulter Lane Wall.

With regard to No. 2 – Elections, No. 3 – Town Strategy, No. 4 – Better Burntwood Fund and No. 5 – Stephen Sutton Bursary/Youth Grants, Councillor D Ennis **recommended** that there be no changes to these items.

With regard to No. 6 – Neighbourhood Plan, Councillor D Ennis referred to the reorganisation of Councils in Staffordshire and Stoke-on-Trent and explained that the

Town Council's adopted Neighbourhood Plan may need to be redone in light of the new unitary councils and **recommended** that there be no change to this item.

With regard to No. 7 – Old Mining College, No. 8 – Charity Fundraising, No. 9 – SCAMP: Maintenance and Possible Enhancements, No. 10 – Significant Events, No. 11 – CIL Money and No. 12 – Street Lighting, Councillor D Ennis **recommended** that there be no changes to these items.

With regard to No. 13 – Chase Terrace Community Centre, Councillor D Ennis referred to the reorganisation of Councils and asset transfer and **recommended** that No. 13 be known as Asset Sinking Fund.

With regard to No. 14 – BuRRT, Councillor D Ennis **recommended** that whatever was remaining in cost centre 212 Burntwood Response and Repair Team, nominal codes 4767 BuRRT vehicles Costs and 4766 Repairs and Improvements at the end of the financial year be transferred to the earmarked reserves to go towards covering the potential replacement costs.

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

**RESOLVED** That the suggested changes to Earmarked Reserves at financial year end in Appendix 5A be approved and adopted, subject to the recommendations highlighted at the meeting.

## **78. CREATION OF ENLARGED MEETING ROOM AT THE OLD MINING COLLEGE**

Councillor D Ennis explained that one of the existing tenants had moved out which had given an opportunity to reconfigure and improve an existing first floor office to create an enlarged, flexible meeting room suitable for Council meetings and wider community use. He stated that predominately the work would be undertaken in-house by the Burntwood Response and Repair Team.

Councillor Woodward referred to Item No. 5 – Project Timescale and in particular the preparation of the specification by mid-March 2026 and the completion date by 31 May 2026. The Town Clerk stated that the specification had already been completed and he was confident that the work would be completed by 31 May 2026. He confirmed that the Team Member was currently on annual leave however the Principal Team Member was carrying on with the refurbishment works. Councillor Woodward proposed that it be recorded that the Council as a whole sends their best wishes to the Team Member in respect of his upcoming wedding.

Councillor Tranter asked if the work were being undertaken in-house, when would this be and how many hours would it take. The Town Clerk explained that the Burntwood Response and Repair Team would be paid at a flat rate, as agreed by the Leader, which would come out of the total project value estimated at £14,150. He confirmed that the work would be undertaken out of hours and at weekends so that disturbance/noise would be kept to a minimum.

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

**RESOLVED** That

- a. The proposal to create an enlarged meeting room at The Old Mining College be approved.
- b. The allocation of £13,000 of Section 106 funding from Lichfield District Council towards the project be noted.
- c. The use of the Town Council's General Reserve to meet any remaining project costs, if required, be approved.
- d. The Burntwood Response and Repair Team be authorised to undertake the works in accordance with the approved specification and budget.

**79. POLICY AND RESOURCES COMMITTEE – 26 JANUARY 2026**

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

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 26 January 2026 (Minute Nos. 27-35) be received and where necessary approved and adopted.

**80. PLANNING AND DEVELOPMENT COMMITTEE – 09 FEBRUARY 2026**

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

**RESOLVED** That the Minutes of the Meetings of the Planning and Development Committee held on 09 February 2026 (Minute Nos. 50-55) be received and where necessary approved and adopted.

**81. COMMUNITY AND PARTNERSHIPS COMMITTEE – 09 MARCH 2026**

Councillor Tranter referred to Minute No. 47 – Better Burntwood Fund and in particular the wording of the first paragraph which she felt was not accurate and stated that it was only one Member who had asked why the Star Parenting CIC and LifeSpring Church applications had not been included on the agenda.

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 09 March 2026 (Minute Nos. 43-54) be received and where necessary approved and adopted.

**82. 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.

**83. CONFIDENTIAL POLICY AND RESOURCES COMMITTEE - 26 JANUARY 2026**

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

**RESOLVED** That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 26 January 2026 (Minute Nos. 33-35) be received and where necessary approved and adopted.

(The Meeting closed at 6.22 pm)

Signed .....

Date .....



## BURNTWOOD TOWN COUNCIL - APPOINTMENTS TO COUNCIL AND COMMITTEES - 2026/2027

|                                                        | LABOUR GROUP                                                                                                                                                      | CONSERVATIVE GROUP                                                |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Chair of the Council                                   | TO FOLLOW                                                                                                                                                         |                                                                   |
| Vice-Chair of the Council                              | TO FOLLOW                                                                                                                                                         |                                                                   |
| Leader                                                 | TO FOLLOW                                                                                                                                                         | Heather Tranter                                                   |
| Deputy Leader                                          | TO FOLLOW                                                                                                                                                         | Keith Willis-Croft                                                |
| <b>Policy and Resources Committee</b> = 12 Members     | Michael Galvin (Chair)<br>Steve Norman (Vice-Chair)<br>Paul Taylor<br>Di Evans<br>Sharon Banevicius<br>Jo Hancox<br>Darren Ennis<br>Sue Woodward                  | Heather Tranter<br>Jacquie Wittstock<br>Steven Swain<br>Jim Craik |
| <b>Planning and Development Committee</b> = 12 Members | Sharon Taylor (Chair)<br>Carolyn Gittings (Vice-Chair)<br>Andy Bullock<br>Darren Ennis<br>Laura Ennis<br>Jo Hancox<br>Paul Taylor<br>Bev Bishop<br>Catherine Kube | Keith Willis-Croft<br>Steven Swain<br>Jim Craik                   |

|                                                          | LABOUR GROUP                                                                                                                                                       | CONSERVATIVE GROUP                                         |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Community and Partnerships Committee</b> = 12 Members | Di Evans (Chair)<br>Paul Taylor (Vice-Chair)<br>Kathy Coe MBE<br>Darren Ennis<br>Carolyn Gittings<br>Catherine Kube<br>Elaine Kirkham<br>Robyn Ennis<br>Bev Bishop | Heather Tranter<br>Keith Willis-Croft<br>Jacquie Wittstock |

# **FULL COUNCIL**

## **Wednesday 20 May 2026**

### **Community Infrastructure Levy (CIL) Funding Award – Pump Track for Burntwood Project**

#### **1. Purpose of the Report**

To inform Members of the outcome of the Council's application for CIL Strategic Funding from Lichfield District Council and to seek approval to accept the grant award and enter into a Grant Funding Agreement.

#### **2. Background**

Burntwood Town Council submitted an application to Lichfield District Council for CIL Strategic Funding to support the delivery of a pump track facility potentially located at Chasewater.

The project aligns with the Council's objectives to:

- Improve recreational infrastructure
- Enhance health and wellbeing opportunities
- Increase visitor use of Chasewater and the wider area

#### **3. Grant Offer**

Lichfield District Council has confirmed:

- An “in principle” award of £300,000
- Subject to:
  - Confirmation of site location
  - Confirmation of land ownership / control
- A requirement to enter into a formal Grant Funding Agreement
- A 6-month window to confirm the above pre-conditions

#### **4. Key Terms of the Draft Grant Agreement**

The draft grant template (**attached – Enclosure No. 3B**) sets out the following principal requirements:

- The project must:
  - Be delivered in line with agreed project scope and outcomes
  - Be completed within 3 years
- Funding:
  - Paid in staged payments linked to milestones
  - Only for eligible expenditure
  - Subject to submission of invoices and evidence
- Compliance requirements include:
  - Public Contracts Regulations 2015
  - Subsidy Control Act 2022
  - Equality Act 2010
- Monitoring:
  - 6-monthly progress reporting
  - Retention of records for 5 years
  - Audit access for the District Council
- Clawback provisions:
  - Potential repayment of grant funding if:
    - Project milestones are not met
    - The project is not completed
    - Terms are breached

#### **5. Key Issues and Risks (Summary)**

Members should note the following key considerations:

- Conditional Award
  - Funding is not yet fully secured until land ownership and site confirmation are agreed
- Land / Legal Position
  - The Council must ensure it has sufficient rights or agreements in place to deliver the project

- Financial Risk
  - Any project overspend must be met by the Town Council
  - Funding is milestone-based, which may impact cashflow
- Clawback Risk
  - The Council may be required to repay funding in certain circumstances
- Delivery Timescale
  - A 3-year delivery requirement applies
- Procurement Compliance
  - The project must comply with public procurement legislation, requiring appropriate processes
- Project Management Capacity
  - The Council must ensure sufficient officer and/or contractor capacity to deliver the scheme
- Detail Still to be Agreed
  - Final:
    - Milestones
    - Payment profile
    - Project outcomes
  - Will be confirmed within the Grant Agreement

## **6. Officer Assessment**

This represents a significant external funding opportunity that would:

- Enable delivery of a major recreational asset
- Reduce the financial burden on the Town Council
- Support wider strategic objectives around health, wellbeing, and place-making

While there are risks associated with the funding conditions, these are typical of public sector grant funding and can be managed through:

- Careful project planning
- Robust procurement processes
- Ongoing engagement with Lichfield District Council

## **7. Recommendations**

It is recommended that Full Council:

1. Accepts the in-principle award of £300,000 CIL funding from Lichfield District Council;
2. Authorises the Town Clerk, in consultation with the Chairman of the Council, and the Leader to:
  - o Finalise the location and land ownership arrangements
  - o Negotiate and agree the final terms of the Grant Funding Agreement
3. Authorises the signing of the Grant Funding Agreement, subject to:
  - o Satisfactory resolution of legal and land matters
  - o Agreement of acceptable funding and delivery terms
4. Notes the key risks and obligations associated with the funding award.

**Contact Officer**

**Steve Lightfoot**

**Town Clerk**

[steve.lightfoot@burntwood-tc.gov.uk](mailto:steve.lightfoot@burntwood-tc.gov.uk)

01543 677166



**Lichfield**  
District Council

XXXXXX 2026

(1) LICHFIELD DISTRICT COUNCIL

and

(2) BURNTWOOD TOWN COUNCIL

**GRANT AGREEMENT RELATING TO THE COMMUNITY INFRASTRUCTURE LEVY STRATEGIC FUNDS  
ALLOCATION FOR CHASEWATER PUMP TRACK PROJECT**

## 1. The Project

- 1.1. The Grant is offered to financially assist **Burntwood Town Council** to carry out and complete the Chasewater Pump Track Project. (known as the **Project**).
- 1.2. **Burntwood Town Council** shall commence the Project as soon as reasonably practicable after the date of this Grant Funding Agreement and thereafter must proceed diligently with and complete the Project.

## 2. **Burntwood Town Council** obligations

- 2.1. **Burntwood Town Council** shall deliver the Project as set out in Appendix 1 and the outcomes as set out in Appendix 2 to this Grant Funding Agreement.
- 2.2. **Burntwood Town Council** shall (and shall procure that its employees, agents suppliers and contractors shall), comply in all respects with all applicable laws in relation to the carrying out of the Project, and without prejudice to the generality of the foregoing shall:
  - 2.2.1. comply with the Public Contracts Regulations 2015, Concession Contracts Regulations 2016, Defence Security Public Contracts Regulations 2011 and the Utilities and Contracts Regulations 2016 together with their amendments, updates and replacements from time to time (as required), in connection with the procurement of any of works, assets or services in relation to the Project in respect of which funding is to be provided by the Council and the Council shall not be liable for **Burntwood Town Council's** failure to comply with its obligations under the Procurement Regulations;
  - 2.2.2. comply with all applicable laws and relevant guidance governing the award of subsidies within the United Kingdom at the relevant time, including but not limited to the rules and general principles relating to subsidies set out within the EU-UK Trade and Cooperation Agreement and any primary or secondary legislation within UK law which implements and / or expands upon those rules and general principles, and the Subsidy Control Act 2022 and any primary or secondary legislation within UK law which implements and / or expands upon the rules and general principles set out therein;
  - 2.2.3. at all times comply with the Equality Act 2010;
  - 2.2.4. provide such evidence to the Council on request of a policy covering equal opportunities including policies to prevent any discrimination on the grounds of colour, race, creed, nationality or any other unjustifiable basis directly or indirectly in relation to the implementation of the Project;
  - 2.2.5. comply with all relevant requirements contained in or having effect under any legislation relating to health, safety and welfare at work;
  - 2.2.6. comply with the safeguarding of vulnerable people and requirements to check with the Disclosure and Barring Service; and
  - 2.2.7. comply with the Council's Safeguarding policy and procedure, found at [Our safeguarding policy](#)

### 3. Expenditure Profile and Funding Arrangements

3.1. The expenditure profile and funding arrangements are detailed in Appendix 3. In the event of any conflict between the Project costs and funding arrangements in Appendix 3 and the Application set out in Appendix 1, the figures in Appendix 3 shall prevail.

### 4. Payment of Grant

4.1. The Council shall pay the Grant to **Burntwood Town Council** in accordance with the expenditure profile set out in Appendix 3, subject to the necessary funds being available when payment falls due, provided that:

- 4.1.1. **Burntwood Town Council** shall spend the Grant on the delivery of the Project and fund any overspend using its own resources;
- 4.1.2. no part of the Grant shall be paid unless and until the Council is satisfied that such payment will be used for proper expenditure in the delivery of the Project;
- 4.1.3. **Burntwood Town Council** reasonably believes that the Project will be delivered and the outcomes achieved;
- 4.1.4. the required terms and conditions of the Grant Funding Agreement have been satisfied;
- 4.1.5. no other public sector financial assistance relating to the Project (other than that set out in the Application) has been, or will be received by **Burntwood Town Council**; and
- 4.1.6. **Burntwood Town Council** agrees to provide the Council such other information as reasonably requested by the Council.
- 4.1.7. The Grant shall be paid to **Burntwood Town Council** against eligible expenditure only as set out in Appendix 3.
- 4.1.8. Subject to the provisions of this Grant Funding Agreement, the Council shall pay the Grant upon receipt of an invoice from **Burntwood Town Council** at the agreed milestones set out in Appendix 3.

### 5. Monitoring and audit

5.1. **Burntwood Town Council** shall:

- 5.1.1. provide to the Council, on a 6 monthly basis, such information as the Council reasonably requires with regard to the Project and the outcomes;
- 5.1.2. ensure that all original documents relating to the Project and its implementation and financing are retained until five (5) years after the last payment of Grant; and
- 5.1.3. permit the Council, or persons authorised by it, to inspect, audit and take copies of all reports, books and accounting records and vouchers relating to the Project and the performance of the Grant Funding Agreement.

## **6. Termination, suspension, and repayment**

- 6.1. Should **Burntwood Town Council** identify any issues which mean that the agreed Milestones cannot be met, they must make the Council aware by email within 14 days.
- 6.2. Officers representing Lichfield District Council and representatives of **Burntwood Town Council** will then meet within 14 days to identify mitigation measures.

## **7. The Council reserves the right, following the above to:**

- 7.1. vary, suspend, or withhold the Grant payable to **Burntwood Town Council** should the organisation fail to meet below Milestones (Appendix 3) and not satisfy Council officers of mitigation measures to be introduced.
- 7.2. If the Council requires **Burntwood Town Council** to repay the Grant, it must do so within fourteen (14) Business Days of a written request from the Council. **Burntwood Town Council** does not do so it will be required to pay to the Council interest upon the sum requested at a rate of 3% above the base lending rate.
- 7.3. If **Burntwood Town Council** do not complete the project within 3 years from the date of this agreement Lichfield District Council reserves the right to vary, suspend, withhold or request repayment of the Grant either in part or in full.

## **8. Miscellaneous provisions**

**Burntwood Town Council** agrees to observe and perform the terms and conditions set out in this Grant Funding Agreement letter.

- 8.1. **Burntwood Town Council** agrees to reference Lichfield District Council in any publicity.
- 8.2. **Burntwood Town Council** shall inform the Council if it receives any other grant funding in respect of the Project from another public body or local authority and it must provide evidence of such grant funding. The Council reserves the right to vary the Grant in light of such additional public funding.
- 8.3. **Burntwood Town Council** shall not vary or make any material alteration to the Project without the prior written consent of the Council.

On behalf of **Burntwood Town Council**

I hereby acknowledge receipt of and agree to the terms of this Grant Funding Agreement:

.....

Authorised signatory for and on behalf of Burntwood Town Council

Dated .....

On behalf of Lichfield District Council

I hereby acknowledge receipt of and agree to the terms of this Grant Funding Agreement:

.....

Authorised signatory for and on behalf of Lichfield District Council

Dated .....

## Appendix 1 - Application

Insert screenshots of application form

### Organisation and Project Proposal Details - for information

1. Project name \*

Chasewater Pump Track Project

2. Contact name and position \*

Steve Lightfoot, Town Clerk

3. Name of organisation submitting this expression of interest. \*

Burntwood Town Council

4. Organisation address and postcode \*

The Old Mining College, Queen Street, Chasetown, Burntwood WS74QH

5. Email address \*

steve.lightfoot@burntwood-tc.gov.uk

6. Contact number \*

01543 677166

7. Describe your organisation's main purpose and regular activities. \*

Parish Council for the town of Burntwood, 1st tier local authority. We have 22 elected members meeting bi-monthly and 3 committees. We have nine staff. We operate Chase Terrace Community Centre, and Burntwood Cemetery, as well as managing the Old Mining College. Other services include grants, street scene support (e.g. gift bins and defibrillator) and voluntary sector support.

8. Please provide a brief description of your project, including its purpose, how it will benefit the community and the geographical area it covers. \*

Burntwood Town Council intends to deliver a high-quality asphalt pump track at Chasewater Country Park, a key regional destination owned by Staffordshire County Council, in partnership with the locally-driven campaign, Let's Get a Pump Track Built in Burntwood. The project will create a safe, free, accessible sports facility that encourages active lifestyles, supports youth engagement, and aligns with Lichfield District Council's CIL priorities for health, transport, sports infrastructure, and education.

The pump track will sit on open land adjacent to the main Chasewater car park. Its design will support users of all ages and abilities. It will also allow Chasewater to host regional and national cycling events and create economic benefits through increased visitor numbers.

The Town Council will lead the delivery of the project. Staffordshire County Council has been asked to confirm land availability and long-term maintenance responsibility. Once confirmed, the scheme will be ready for funding approval.

Burntwood Town Council seeks CIL funding to enable full construction of this new community asset that will improve quality of life for Burntwood residents and the wider district.

9. What is the legal status of your organisation? \*

Parish Council established under the Local Government Act 1972.

**Evidence of need (scored section 30%)**

10. Please indicate how the evidence of need for this project has been gathered. Include details of any research that you have carried out or strategies/plans which identify this project as a priority. \*

Burntwood has a growing young population and a shortage of free outdoor activity spaces. Feedback from community groups, schools, residents, and local riders confirms strong demand for accessible and safe sports facilities.

Anti social behaviour data also suggests that positive outdoor spaces reduce risk and improve outcomes for young people.

**Regional Demand:**

Chasewater attracts more than half a million visitors each year. Outdoor participation and cycling-based activities continue to rise across the UK.

**Similar pump tracks in other areas report:**

- Consistent daily use
- High participation from families
- Increased tourism

A popular and well organised Facebook campaign has attracted over 1000 members and a great deal of local support.

11. What evidence do you have that local people support your project? \*

A popular and well organised Facebook campaign has attracted over 1000 members

<https://lichfieldlive.co.uk/?s=Pump+Track>

The project is supported by numerous local elected members including the areas County Councillor, and the leader of Burntwood Town Council.

12. How does the project contribute to the delivery of Lichfield District's 2050 Strategy.

The Lichfield District 2050 Strategy: <https://www.lichfielddc.gov.uk/performance-efficiency/strategic-plan> \*

The project contributes to the delivery of Lichfield District Strategy 2050:

A "pump track" (a circuit of rollers, berms and banked turns, rideable without constant pedalling) encourages cardiovascular exercise, improved balance, coordination, and muscular strength for riders of all ages.

Because it's fun and accessible, it can attract children, teens, adults and even older people — making outdoor activity more inclusive and widespread.

As part of Chasewater Country Park — a green, open space — the new pump track would expand recreational and wellness offerings, supporting public health objectives.

• Sports Infrastructure & Youth Engagement

A pump track isn't just for casual riders: it provides a progressive environment where beginners can learn and more experienced riders can build advanced skills.

This makes it especially valuable for young people and families: a safe, accessible space for kids and teenagers to develop cycling skills (or ride scooters/skateboards), gain confidence, and stay engaged in positive social and sporting activity.

Such infrastructure helps councils meet demand for local leisure and sport facilities, and can reduce pressure on more expensive or formal sports facilities.

• Education, Inclusion & Social Outcomes

The inclusive nature of pump tracks (usable by a wide range of ages and abilities) supports social cohesion, intergenerational use, and equality of access.

For young people, having safe, engaging recreational alternatives can help steer them away from passive or antisocial behaviour. In other communities, pump tracks have been explicitly cited as contributing to reductions in anti-social behaviour.

Additionally, the track could form part of educational or coaching initiatives — cycling skills, road-safety awareness, bike maintenance, teamwork through clubs or events — complementing the Council's broader community-development and education goals.

• Transport / Sustainable Mobility & Broader Cycling Culture

While a pump track is recreational rather than a commuter route, it feeds into a broader "cycling culture". By normalising cycling, scooter or skate use in a safe, dedicated environment, it may encourage more local people to cycle or scoot — to parks, for leisure, or as part of healthy routines. This supports sustainable transport ambitions over time.

Over time, as cycling becomes more common and accepted (especially among younger users), there could be knock-on benefits in demand and support for other cycle-infrastructure (lanes, green routes, etc) across the district.

• Economic & Destination Value — Boosting Chasewater as a Regional Attraction

Placing the pump track at Chasewater Country Park (a "key regional destination") leverages an existing attractive location and car-park — easing access and parking for users from Burntwood and beyond.

As seen elsewhere, pump tracks can attract visitors from neighbouring towns/districts who come to ride, thereby increasing footfall and potential spending in the area (cafés, shops, local services) and boosting the local economy.

Additionally, with an asphalt pump track, the site could host regional or national cycling events — which could further raise profile, generate visitor income, and position Chasewater more strongly as a sporting destination. This aligns with your ambition to deliver "economic benefits through increased visitor numbers."

13. How does the project contribute to the delivery of the objectives and policies of the current Local Plan Strategy?

Local Plan Strategy: <https://www.lichfielddc.gov.uk/planning-policy/adopted-local-plan> \*

Core Policy 10: Healthy & Safe Lifestyles — this policy commits the Council to enabling healthy lifestyles by facilitating access to high-quality and well-maintained open spaces, playing pitches, sport, recreation, play facilities and cultural assets "which are relevant to, and meet the needs of local communities."

Policy HSC1: Open Space Standards — which supports proposals that improve the quality, quantity and accessibility of green spaces, especially where there are identified deficiencies. It also protects existing open space and sets minimum standards.

Core Policy 11: Participation in Sport & Physical Activity — which calls for a "net increase in open space, sports and recreational facilities within the District," aims to increase participation in sport and physical activity, and seeks to safeguard — and where possible enhance — provision of sporting and leisure facilities.

Thus, the plan provides a clear policy framework and commitment to expanding and protecting recreational and sports infrastructure, and ensuring that open space and leisure opportunities are accessible to communities across the district.

14. Is this project identified within the Infrastructure List within the Latest Infrastructure Funding Statement (see table 8 within the Infrastructure Funding Statement).  
Infrastructure Funding Statement: <https://www.lichfielddc.gov.uk/downloads/file/3038/infrastructure-funding-statement-2025> \*

Table 8 lists "Sports Facilities Infrastructure" as a category eligible for funding via strategic CIL.

15. Is this project identified as a priority in the latest Infrastructure Delivery Plan?

The Infrastructure Delivery Plan: <https://www.lichfielddc.gov.uk/downloads/file/1930/infrastructure-delivery-plan-2021-june-> \*

The IDP includes "sports and leisure facilities" under social/community infrastructure, a pump-track proposal could fall under the kinds of infrastructure the Council recognises as part of its duty to support growth and community needs.

### Demonstration of public benefit and stakeholder support (scored section 30%)

16. Explain the existing problem, issue or need that the project addresses. \*

Burntwood and the wider district have limited free, inclusive and safe recreation spaces for young people and families. Existing facilities are either traditional play areas, age-limited, or do not cater to older children and teenagers who require more challenging but safe activity spaces.

A pump track fills this gap by providing:

A free activity space accessible throughout the year

A facility suitable for children, teenagers, young adults and families

A positive alternative to anti-social behaviour hotspots

An inclusive environment usable by bikers, scooters, balance bikes and skateboards

This directly responds to community feedback frequently raised in parish, district and county consultations around the need for more youth provision and active open-space infrastructure.

17. To what extent does the project resolve the issue? \*

The pump track will address a clear and growing need for free, safe, inclusive and modern recreation facilities in Burntwood and the wider district. It will promote physical activity, support youth engagement, improve health outcomes, boost Chasewater's role as a regional leisure destination, and deliver a long-term community asset aligned with the Lichfield District Local Plan, Infrastructure Delivery Plan and CIL priorities.

The proposed Chasewater Pump Track will directly address the shortage of free, safe, and inclusive recreational facilities for children, teenagers, and families in Burntwood and the wider district. By providing a high-quality, all-weather space suitable for bikers, scooters, and skateboards, it promotes regular physical activity, improves safety by offering a purpose-built off-road environment, and supports skill development across all ages and abilities.

The facility also enhances social cohesion, offering a shared space for intergenerational use and community events, and contributes to Chasewater's appeal as a regional destination, with potential to host competitions and attract visitors.

While the track alone cannot resolve all local health or recreation challenges, it provides a strategically targeted, high-impact solution that meets multiple priorities of the Lichfield District Local Plan, Infrastructure Delivery Plan, and CIL objectives.

18. Who are the likely beneficiaries of the project? \*

Young people aged roughly 3-18 will have access to a safe, free, and purpose-built space for cycling, scooting, and wheeled sports.  
Benefits include physical activity, skill development, confidence building, and social interaction.  
Provides structured and informal recreation opportunities for youth who may otherwise have limited options.

**Families and Parents**  
Parents and carers benefit from having a safe space for children to be active, reducing reliance on informal, potentially unsafe areas.  
Encourages family-oriented recreation, where children and adults can participate together.  
Promotes wellbeing and positive lifestyle habits across generations.

**Local Community**  
Residents of Burntwood and surrounding villages gain enhanced access to high-quality recreation infrastructure.  
The track provides a community hub, encouraging intergenerational interaction and strengthening local social cohesion.  
Supports youth engagement programs, which can reduce anti-social behaviour in the area.

**5 Regional Visitors and Cycling Enthusiasts**  
Chasewater is a regional destination; the track attracts visitors from across Staffordshire and beyond.  
Cycling clubs, BMX riders, and informal user groups can use the track for training, coaching, or events, fostering broader participation in active recreation.

**Local Economy and Businesses**  
Increased visitor numbers may benefit cafes, shops, and local services in Burntwood and near Chasewater.  
Potential to host regional or national events, bringing in temporary tourism and supporting local economic growth.

**Schools, Youth Organisations and Clubs**  
Local schools, youth clubs, and cycling or sports organisations can use the track for coaching, education, and skills programmes, supporting curriculum objectives like physical education, road safety, and teamwork.

19. What evidence do you have of consultation with the community or stakeholders for this project?

Please send any supporting documents to [ca@lichfielddc.gov.uk](mailto:ca@lichfielddc.gov.uk) and include your name and organisation details. \*

The public petition organised by the Facebook group "Let's Get a Pump Track Built in Burntwood" got 2,508 signatures overall.  
The Group has a high profile and organised campaign that has attracted a lot of local support, including from elected members of all three councils.

20. Would the project lead to any income generation? \*

While the pump track will remain free to use, Chasewater is likely to benefit from increased:

- Parking income
- Cafe spend
- Event based revenue
- Visitor footfall

National and regional events, including the UK Pump Track Series, can also generate:

- Entry fees
- Sponsorship
- Food and drink sales
- Accommodation demand in the Burntwood and Lichfield area

21. What measures do you intend to put in place to ensure your project reaches a successful conclusion? \*

Milestones to measure success would include

1. Project Governance

- \* Establish Burntwood Town Council as lead with clear roles: project manager, finance lead, delivery coordinator.
- \* Potentially set up a steering group including Staffordshire County Council, local clubs, schools, and community reps.

2. Land & Legal Agreements

- \* Confirm land availability with Staffordshire County Council.
- \* Agree long-term maintenance responsibilities.
- \* Obtain planning permissions if required.

3. Project Planning & Timeline

- \* Develop detailed project schedule with milestones.
- \* Allocate budget with contingency (5-10%).
- \* Maintain risk register with mitigation strategies.

4. Design & Construction

- \* Inclusive design for all ages, abilities, and wheeled activities.
- \* Use durable, low-maintenance materials (asphalt).
- \* Ensure safety standards and visibility.

5. Community Engagement

- \* Consult residents, local groups, and schools.
- \* Promote via social media, local press, and outreach.
- \* Involve volunteers and youth groups for events and maintenance.

6. Stakeholder Management

- \* Maintain communication with councils, clubs, and organisations.
- \* Partner with schools and youth organisations for structured use.
- \* Engage local businesses and tourism partners.

7. Funding & Financial Management

- \* Secure confirmed CLF or other funding before contracts.
- \* Monitor expenditure against the approved plan.
- \* Explore supplementary funding sources.

8. Monitoring & Evaluation

- \* Track visitor numbers, user age groups, and participation frequency.
- \* Measure impact on physical activity, youth engagement, and community use.
- \* Provide regular progress and post-completion reports.

9. Maintenance & Sustainability

- \* Implement long-term maintenance plan: repairs, litter, vegetation, signage.
- \* Budget for ongoing upkeep.
- \* Encourage community stewardship and volunteer support.

10. Events & Programming

- \* Organise launch events to promote usage.
- \* Run coaching sessions, youth clubs, and workshops.
- \* Host regional or national cycling events to maximise community and economic benefits.

23. Please provide details of support for the project from other stakeholders or organisations.  
Please send any attachments to [cil@lichfielddc.gov.uk](mailto:cil@lichfielddc.gov.uk)

These links provide evidence of support from other stakeholders.

<https://www.facebook.com/groups/7484980064884844>

<https://lichfieldlive.co.uk/?s=Pump+Track>

### **Finance, deliverability and current funding for the project (scored section - 30%)**

24. What is the total cost of the project? \*

Burntwood Town Council is applying to Lichfield District Council for CIL funding of £300,000.00 to deliver the full capital scheme.

25. Amount of funding committed to the project by applying organisation (e.g. parish council's own CIL funding or precept).

To be confirmed

26. Details of other match funding secured (amount and organisation providing funds).

n/a

27. Amount of CIL funding requested \*

£300,000

28. Please indicate the approximate start and finish dates of the project (must be deliverable within 3 years of award) \*

Community consultation: 1 to 2 months  
Final design and permissions: 1 month  
Procurement: 1 month  
Construction: 2 to 4 months  
Opening: Summer or Autumn 2026

29. Please indicate which constraints (if any) apply to your project:

- Physical and environmental impacts e.g., flood risk, contamination, biodiversity, noise etc.
- Approvals of necessary consents e.g., planning permissions
- Ownership, acquisition, or compulsory purchase order issues
- Partnership and governance issues
- Dependency on other projects going ahead
- Agreement to financial, legal, and regulatory checks

Land Ownership and Legal Constraints

Land availability: Chasewater Country Park is owned by Staffordshire County Council. Formal agreement is required to secure long-term access for construction and ongoing use.

Lease or access terms: Conditions may be applied regarding permitted use, maintenance responsibilities, or alterations to the land.

Planning permissions: Depending on size, surfacing, or environmental impact, planning consent may be required.

Environmental and Site Constraints

Protected habitats / biodiversity: Chasewater Country Park includes natural habitats that may require ecological surveys, mitigation plans, or restricted working periods.

Ground conditions: Soil, drainage, or flood risk may affect track design, surfacing choice, or construction methods.

Trees and landscape: Any mature trees or landscape features may limit the available footprint or require retention/protection measures.

30. Please provide further information about any constraints identified or detail any constraints not listed.

Operational / Community Constraints

Local resident impact: Noise, traffic, or temporary disruption during construction may generate objections.

Event management: Hosting competitions or coaching sessions requires coordination to avoid congestion or overuse.

Shared space conflicts: The track must coexist safely with other park users (walkers, cyclists, dog walkers).

31. Please explain to what extent the constraints identified can be overcome.

The Chasewater Pump Track project will proactively address potential constraints to ensure successful delivery.

Land and legal issues will be resolved through formal agreements with Staffordshire County Council, including clear long-term maintenance responsibilities.

Environmental and site constraints will be mitigated through ecological surveys as required, sensitive design, and specialist advice to protect habitats and manage drainage.

Health, safety, and accessibility requirements will be met by engaging experienced designers and implementing a long-term maintenance plan.

Community and operational impacts will be minimised through consultation particularly working closely with the local established campaign group, communication, and careful management of shared spaces.

Finally, contractor, delivery, and regulatory constraints will be addressed through early engagement, seasonal scheduling where possible, supply chain planning, and close liaison with planning officers and funders. These measures collectively ensure the project is deliverable, safe, and sustainable, maximising benefits for the community.

### 32. Risk - Financial, raising sufficient funds within the time frame \*

#### 1. Construction Cost Overruns

Risk: Unexpected increases in material, labour, or contractor costs could exceed the £300,000 budget.

Mitigation:

Include a contingency fund (5-10%) within the budget.

Obtain fixed-price contracts from experienced pump-track contractors.

Conduct detailed site surveys and design planning to minimise unexpected issues.

#### 2. Inflation and Market Fluctuations

Risk: Changes in construction material costs or fuel prices could increase project costs during procurement.

Mitigation:

Lock in prices with suppliers or order critical materials early.

Monitor market trends and adjust project phasing if needed.

#### 3. Delays Leading to Additional Costs

Risk: Weather, planning delays, or contractor availability may extend the timeline, increasing labour or equipment hire costs.

Mitigation:

Build realistic timelines and buffer periods into the schedule.

Include liquidated damages clauses in contracts to incentivise on-time delivery.

Have alternative contractors or equipment sources identified in advance.

#### 4. Maintenance and Long-Term Upkeep Costs

Risk: Ongoing maintenance costs may exceed budget, especially if usage is higher than expected or weather causes surface damage.

Mitigation:

Develop a long-term maintenance plan with clear responsibilities.

Allocate a small proportion of CIL funding or council budget for maintenance reserves.

Explore community stewardship or partnerships with local clubs for minor upkeep.

#### 5. Funding Dependency / Restrictions

Risk: CIL funding may come with conditions that restrict how the money is spent, potentially limiting flexibility.

Mitigation:

Ensure all project costs comply with CIL requirements before procurement.

Keep detailed financial records for accountability and audits.

If necessary, phase project elements to align with funding conditions.

#### 6. Unanticipated Legal or Regulatory Costs

Risk: Additional legal fees, planning conditions, or ecological mitigation requirements could add costs.

Mitigation:

Engage legal and environmental experts early to anticipate costs.

Include risk allowance in the budget for regulatory compliance.

Maintain close liaison with Staffordshire County Council and planning officers.

#### 7. Contingency for Post-Completion Adjustments

Risk: After opening, minor design adjustments, signage, or safety features may be needed.

Mitigation:

Keep a small contingency reserve within the budget for post-completion tweaks.

Conduct a post-construction review and safety audit before public opening.

### 33. Risk - delivery \*

#### 1. Project Delays

Risk: Construction or planning delays could push back the project completion date. Causes may include planning approvals, weather, contractor availability or unforeseen site issues.

Mitigation:

Develop a realistic, detailed project timeline with clear milestones and buffer periods.

Engage experienced contractors early and confirm availability.

Conduct site surveys in advance to identify potential obstacles.

Maintain regular progress monitoring and contingency plans for delays.

#### 2. Contractor or Supply Chain Issues

Risk: Contractors may underperform, withdraw, or materials may be delayed due to supply chain problems.

Mitigation:

Use reputable, experienced contractors with proven track records in pump-track or similar projects.

Include performance clauses or liquidated damages in contracts.

Identify backup suppliers and alternative materials in advance.

Monitor orders and deliveries proactively.

#### 3. Planning, Legal or Regulatory Challenges

Risk: Unexpected planning requirements, legal issues, or environmental compliance obligations could halt or slow delivery.

Mitigation:

Submit all necessary planning applications early with supporting documents (design, surveys, impact assessments).

Engage legal and environmental experts before construction starts.

Maintain regular liaison with Staffordshire County Council, planning officers, and funders.

#### 4. Design and Technical Issues

Risk: Problems with track design or engineering could lead to redesigns, additional costs, or construction delays.

Mitigation:

Use specialist pump-track designers experienced in asphalt tracks.

Conduct design reviews and safety audits before construction.

Ensure inclusive and safe design standards are embedded from the start.

#### 5. Health and Safety Incidents During Construction

Risk: Accidents on site could halt works or increase costs.

Mitigation:

Enforce strict construction site safety protocols.

Contractors must have public liability and health & safety compliance.

Implement risk assessments and training before work begins.

#### 6. Community or Stakeholder Opposition

Risk: Local opposition, complaints, or objections could slow delivery.

Mitigation:

Undertake early and ongoing community consultation.

Develop a communication plan to keep residents informed of timelines and benefits.

Incorporate feedback into design where feasible.

#### 7. Environmental or Site Constraints

Risk: Ground conditions, drainage, protected habitats, or weather events may cause delays.

Mitigation:

Conduct ecological and geotechnical surveys prior to construction.

Adapt the track layout or construction methods to protect habitats and manage drainage.

#### 34. Risk - reputational \*

##### 1. Project Delays or Cost Overruns

Risk: If the project is significantly delayed or exceeds budget, it could create negative perceptions about Burntwood Town Council's project management or stewardship of public funds.

Mitigation:

Develop a realistic timeline and budget with contingency.

Provide regular progress updates to stakeholders and the public.

Use experienced contractors and robust project management practices.

##### 2. Safety or Accessibility Issues

Risk: Injuries, accidents, or facilities being inaccessible for some users could harm the Council's reputation.

Mitigation:

Engage specialist pump-track designers to meet UK safety standards.

Implement inclusive design for all ages and abilities.

Conduct pre-opening safety audits and ongoing maintenance.

##### 3. Negative Community or Stakeholder Perceptions

Risk: Some residents may object to construction, increased visitors, noise, or loss of open space, leading to public criticism.

Mitigation:

Undertake early and ongoing community engagement (consultation events, social media updates, surveys).

Clearly communicate project benefits: health, recreation, safety, and economic impact.

Incorporate community feedback into design where possible.

##### 4. Environmental Concerns

Risk: Perceived or actual environmental impact (damage to wildlife, loss of green space) could generate criticism.

Mitigation:

Conduct ecological surveys and impact assessments.

Adapt design to protect habitats and minimize disruption.

Communicate environmental mitigation measures publicly.

##### 5. Mismanagement of Funding

Risk: Public perception that CIL or other funds are being misused could damage trust in the Council.

Mitigation:

Maintain transparent financial reporting.

Use auditable records for all expenditure.

Ensure all spending is aligned with approved CIL purposes.

##### 6. Poor Engagement or Underuse Post-Completion

Risk: If the pump track is underused or perceived as poorly maintained, it could reflect badly on the Council's planning and investment.

Mitigation:

Develop programming and events (coaching sessions, competitions, school involvement) to encourage use.

Implement a long-term maintenance and monitoring plan.

Publicise successes and usage data to highlight positive impact.

#### 35. Risk - other \*

##### Risk Mitigation

Vandalism High visibility location, CCTV, community ownership

Safety Regular inspections, signage, supervision during events

Noise Natural buffering from trees, restricted event hours

### Value for Money (scored section - 10%)

36. The council will use the information provided above to assess the overall value for money demonstrated by the delivery of this project. Applicants may use the space below to include an additional 200 words in support of this criteria.

This form only accepts 200 characters, not words. See supporting email.

Please enter at most 200 characters

### Supporting documents

37. Please confirm below what supporting documents you will be submitting via email to support your application.

These documents should be emailed to [cil@lichfielddc.gov.uk](mailto:cil@lichfielddc.gov.uk) including your organisation name and personal details to allow the information to be correctly assigned to your application.

Pump Track Business Plan  
Letters of support from stakeholders and representatives.  
Value for Money statement.

### Data protection

Please note that by submitting this application form, you are consenting to any Personal Data collected being processed by Lichfield District Council. The Personal Data will be held for the purposes of contacting applicants and assessing applications.

### Allocation of CIL funding

The Council reserves the right to allocate funding levels to an unspecified number of bids deemed by the evaluation panel and elected members to be offering overall best value. For clarity the total grant money may be split to encompass multiple bids or awarded to one bid following the evaluation process.

### Declaration by the applicant

38. Please check that all sections of the form are complete. Please confirm that you have the authority to submit this form on the behalf of the organisation in question and that to the best of your knowledge the information provided in this application form is correct. \*

☒ I agree

39. Name and position of person signing this application form \*

Steve Lightfoot  
Town Clerk  
Burntwood Town Council

## Appendix 2

### Project Outcomes

The Project will deliver the following outcomes:

- Insert outcomes

Photographic evidence, invoices and receipts will be required as proof of project completion and spend.

This will be delivered in line with the indicative project plan below and delivered by the preferred supplier XXXX

Insert details of project plan

### Appendix 3

#### Eligible Expenditure

The Project involves the following Qualifying Expenditure, totalling £300,000.

- Funding of the construction work and associated costs to ensure the delivery of the Burntwood Pump Track Project.

The Grant will be paid to Burntwood Town Council in accordance with the terms and conditions of this Grant Funding Agreement.

Payment from Lichfield District Council to Burntwood Town Council shall be linked to the achievement of Milestones and will where possible be in advance of the funding requirement, unless otherwise agreed by both parties in writing.

|             |                                                                                                                                                                    |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Milestone 1 | <p>The first milestone will be the provision of required information and the commencement of the project.</p> <p>Payment of £XXXXXX will be made at this point</p> |
| Milestone 2 | <p>The second milestone will be at completion of this project.</p> <p>Payment of £XXXXXX will be made at this point</p>                                            |
| Milestone 3 | Add as necessary                                                                                                                                                   |

The expenditure profile is as follows:

|              | Milestone 1 | Milestone 2 | Milestone 3 |
|--------------|-------------|-------------|-------------|
| Project name | £ xxxxx     | £ xxxxx     | £ xxxxx     |
|              |             |             |             |

# FULL COUNCIL

## Wednesday 20 May 2026

### Adoption of Standing Orders

#### 1. Purpose of the Report

To seek approval for the adoption of revised Standing Orders based on the 2025 National Association of Local Councils (NALC) Model Standing Orders, incorporating Burntwood Town Council's established local amendments and practices.

#### 2. Background

The Council's Standing Orders have been reviewed to ensure they reflect current legislation, governance best practice, and operational clarity.

A revised draft has been prepared using the latest NALC Model Standing Orders (2025 edition) as the foundation. This approach ensures that the Council continues to operate in accordance with nationally recognised standards while preserving its established local procedures.

The draft document:

- Retains the structure and numbering of the NALC model
- Incorporates Burntwood-specific provisions from the current adopted Standing Orders
- Updates language and provisions to reflect current legislation and guidance
- Aligns with the Council's Financial Regulations and wider governance framework

#### 3. Key Changes and Features

The revised Standing Orders include:

- Alignment with the 2025 NALC Model Standing Orders
- Clear identification of mandatory statutory provisions
- Retention of Burntwood-specific arrangements, including:
  - Public participation scheme
  - Co-option procedures
  - Financial planning timetable
  - Local governance provisions (**Enclosure No. 4C**)

- Strengthened sections on:
  - Meeting procedures and rules of debate
  - Committee structures and delegation
  - Information governance and data protection
  - Procurement and financial controls

#### **4. Legal and Governance Considerations**

Standing Orders are a key component of the Council's governance framework and must reflect statutory requirements.

The revised document ensures compliance with:

- Local Government Act 1972
- Localism Act 2011
- Public Bodies (Admission to Meetings) Act 1960
- Relevant data protection and transparency legislation

Mandatory provisions have been retained and aligned with the NALC model wording to ensure legal robustness.

Failure to maintain up-to-date Standing Orders presents a risk of procedural challenge and governance failure.

#### **5. Risk Assessment**

Adoption of the revised Standing Orders will:

- Reduce legal and procedural risk
- Ensure clarity in decision-making processes
- Support effective and consistent governance

Failure to adopt updated Standing Orders may result in:

- Non-compliance with legislation
- Increased risk of challenge to Council decisions
- Inefficiencies in governance processes

#### **8. Recommendation**

That Burntwood Town Council:

1. **Adopts the revised Standing Orders (May 2026 draft)** based on the NALC Model Standing Orders (2025), incorporating Burntwood Town Council's established amendments; and
2. **Delegates authority to the Proper Officer** to make any minor typographical, formatting, or legislative updates prior to publication.

#### **Enclosure No. 4C – Statutory Requirements Reflected in Standing Orders**

The following provisions are required by law and are incorporated within the draft Standing Orders:

- Annual Meeting of the Council
- Ordinary and Extraordinary Meetings
- Notice and Summons of Meetings
- Quorum Requirements
- Voting Procedures (including Chair's casting vote)
- Public Access to Meetings
- Exclusion of Press and Public (confidential business)
- Recording and Approval of Minutes
- Declaration and Management of Interests
- Adoption and Compliance with Code of Conduct
- Role and Duties of the Proper Officer
- Financial Management and Accounting Requirements
- Execution of Legal Documents
- Access to Information (Freedom of Information)
- Data Protection Obligations
- Appointment and Governance of Committees and Sub-Committees

**Contact Officer**  
**Steve Lightfoot**  
**Town Clerk**  
[steve.lightfoot@burntwood-tc.gov.uk](mailto:steve.lightfoot@burntwood-tc.gov.uk)  
01543 677166

**BURNTWOOD TOWN COUNCIL****DRAFT STANDING ORDERS**

|                      |                                                                                               |
|----------------------|-----------------------------------------------------------------------------------------------|
| <b>Prepared from</b> | NALC Model Standing Orders (England),<br>edited model file supplied                           |
| <b>Council</b>       | Burntwood Town Council                                                                        |
| <b>Purpose</b>       | To produce a model-based draft that retains<br>Burntwood-specific provisions already in force |
| <b>Draft date</b>    | 21 April 2026                                                                                 |

**Note:** This draft keeps the section order and overall structure of the supplied model standing orders, while carrying across Burntwood-specific provisions from the current adopted standing orders wherever they were identifiable and compatible.

## INTRODUCTION

These standing orders regulate the proceedings and business of Burntwood Town Council and are based on the supplied NALC model standing orders for England, adapted to reflect Burntwood Town Council's existing local provisions.

Mandatory statutory provisions should continue to be treated as mandatory. Where a local provision has been retained from the Council's current standing orders, the wording has been aligned to the model where practical, but the local effect has been preserved.

These standing orders should be read alongside the Council's Financial Regulations, Code of Conduct, publication scheme, data protection policies and employment procedures.

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## 1. RULES OF DEBATE AT MEETINGS

1. Motions on the agenda shall be considered in the order that they appear unless the order is changed by the chair of the meeting for reasons of urgency or expedience agreed in accordance with these standing orders.
2. A motion, including an amendment, shall not be progressed unless it has been moved and seconded. A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
3. A councillor, when seconding a motion or amendment may reserve their speech until a later stage of the debate.
4. An amendment is a proposal to remove words from, add words to, or replace words in a motion. It shall be relevant to the motion and shall not negate, rescind or radically alter the original or substantive motion.
5. Only one amendment shall normally be moved and debated at a time, although the chair of the meeting may allow more than one amendment to be discussed together if this is expedient. Each amendment shall be voted upon separately.
6. If an amendment to the original motion is carried, the original motion as amended becomes the substantive motion upon which further amendment or amendments may be moved.
7. During debate, a councillor may speak once on a motion except to speak on an amendment moved by another councillor, to move or speak on another amendment if the motion has been amended since they last spoke, to make a point of order, to give a personal explanation, or to exercise a right of reply.
8. A councillor speaking on a point of order shall identify the standing order or statutory provision which they consider has been breached, or the irregularity in the proceedings that concerns them. The chair's ruling on a point of order or on the admissibility of a personal explanation shall be final and shall not be discussed.
9. The mover of an amendment has no right of reply. The mover of the original motion shall have a right of reply before the substantive motion is put to the vote. No right of reply shall exceed 3 minutes and no new matter shall be introduced in a reply.
10. No speech by the mover of a motion shall exceed 5 minutes and no other speech shall exceed 3 minutes without the consent of the chair of the meeting.
11. When a motion is under debate, no other motion shall be moved except to amend the motion, proceed to the next business, adjourn the debate, put the motion to a vote, ask a person to be no longer heard or to leave the meeting, refer the motion to a committee or sub-committee, exclude the public and press, adjourn the meeting, or suspend a particular standing order other than one reflecting a mandatory statutory or legal requirement.
12. A councillor shall stand when speaking when able. Councillors shall address the chair and, in referring to councillors and officers, shall use their respective official titles. Whenever the chair speaks during a debate, a councillor then speaking shall resume their seat and the meeting shall be silent.

### 1.a. Closure motions

1. At the conclusion of a speech, a councillor may move, without comment, that the Council proceed to the next business, that the motion be now put, that the debate

be now adjourned, or that the Council do now adjourn. The chair shall deal with such motions in accordance with established debate procedure and, where appropriate, after first giving the mover of the original motion a right of reply.

### **1.b. Alteration or withdrawal of motions**

1. For a motion on notice, the mover may, with the consent of the meeting and without discussion, alter the wording provided the alteration could lawfully be made as an amendment. For a motion moved without notice, the mover may alter it only with the consent of the seconder and the meeting. A motion or amendment may be withdrawn only with the consent required by these standing orders.

## **2. DISORDERLY CONDUCT AT MEETINGS**

1. 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 the person or persons concerned to moderate or improve their conduct.
2. If the request of the chair is disregarded, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. If seconded, the motion shall be put to the vote without discussion.
3. If a resolution made under this standing order is ignored, the chair may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
4. In the event of a general disturbance which, in the opinion of the chair, renders the due and orderly dispatch of business impossible, the chair may adjourn the meeting for such period as they consider expedient. If the public interrupts proceedings, the chair may, after warning, order their removal and adjourn the meeting for such period as is necessary to restore order.

## **2. MEETINGS GENERALLY**

1. 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.
2. 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, a bank holiday, or a day appointed for public thanksgiving or mourning.
3. 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.
4. Meetings shall be open to the public unless their presence is prejudicial to the public interest because of the confidential nature of the business to be transacted or for other special reasons. The exclusion of the public or press from all or part of a meeting shall be by resolution stating the reasons for the exclusion.

5. A public forum of up to 30 minutes shall be held before the commencement of a meeting to enable members of the public to put questions or make comments on any matter in relation to which the Town Council has powers or duties affecting the area, provided that 3 working days' notice of the issue to be raised has been given to the Council.
6. For meetings other than full Council meetings and the annual meeting of the Council, members of the public may also, subject to 3 working days' notice, make representations, answer questions and give evidence in respect of an item of business included on the agenda where the chair permits this.
7. A member of the public shall not normally speak for more than 3 minutes. A question raised during public participation shall not require a response at the meeting nor start a debate. The chair may direct that an oral response be given by the Leader of the Council or their nominee, or that a written response be given by an employee. A record of the public participation session shall be noted in the minutes.
8. A person who wishes to speak shall raise their hand and, when speaking, shall stand when able unless permitted by the chair to remain seated. Comments shall be addressed to the chair and only one person shall speak at a time.
9. Subject to the law and any reasonable directions from the chair as to order and safety, a person attending a meeting may report on the meeting while it is open to the public. The press shall be provided with reasonable facilities to take their report.
10. Subject to these standing orders, 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.
11. The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent, the Vice-Chair, if present, shall preside. If both are absent, a councillor chosen by the councillors present shall preside.
12. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of councillors and non-councillors with voting rights who are present and voting. The chair may give an original vote on any matter put to the vote and, in the case of an equality of votes, may exercise a casting vote whether or not they gave an original vote.
13. Unless these 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. The request shall be made before moving on to the next item of business.
14. The minutes of a meeting shall include an accurate record of the names of councillors present and absent, interests declared, dispensations granted, whether a councillor or non-councillor with voting rights left the meeting due to an interest, whether there was a public participation session, and the resolutions made.
15. A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or other interest as set out in the Council's code of conduct is subject to the statutory limitations and restrictions in that code on participation and voting.
16. No business may be transacted at a meeting of the Council unless at least one third of the whole number of members of the Council are present and in no case shall the quorum for a full Council meeting be fewer than 8 members. The quorum for a committee, sub-committee, working group or task and finish group meeting shall not

be less than 3, subject to any higher quorum expressly set by the Council or these standing orders.

17. If a meeting is or becomes inquorate, no further business shall be transacted and the business on the agenda shall stand adjourned to another meeting.

### **3. COMMITTEES AND SUB-COMMITTEES**

1. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
2. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council. Unless the Council determines otherwise, all the members of an advisory committee and of a sub-committee of an advisory committee may be non-councillors.
3. The Council may appoint standing committees or other committees as may be necessary and shall determine their terms of reference, ordinary meeting cycle, membership, and where appropriate the public participation arrangements that apply to them.
4. The Council may appoint substitute councillors to a committee whose role is to replace ordinary members at a meeting of the committee if the ordinary member has confirmed to the Proper Officer not later than 2 days before the meeting that they are unable to attend. An ordinary member who has been substituted at a meeting may not participate in debate or vote at that meeting and may only speak during any public participation session.
5. Unless the Council determines otherwise, the quorum of a committee shall be one half of its appointed members, subject always to a minimum quorum of 3.
6. No act of a sub-committee shall take effect until approved by the parent committee or the Council as appropriate. All sub-committees shall report to the parent committee on a regular basis. Unless they signify that they do not wish to serve, the chair and vice-chair of the parent committee shall be members of every sub-committee appointed by that committee.
7. The Council may appoint advisory committees. The name of each advisory committee, the number of members and any outside bodies invited to nominate members shall be specified by the Council. Advisory committees may make recommendations to the Council but may not bind the Council.
8. The Council may dissolve a committee or a sub-committee at any time.

### **5. ORDINARY COUNCIL MEETINGS**

1. 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. In a year which is not an election year, the annual meeting shall be held on such day in May as the Council decides.
2. If no other time is fixed, the annual meeting of the Council shall take place at 6.00 pm.

3. 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.
4. The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.
5. Following the election of the Chair and Vice-Chair at the annual meeting, the business shall include delivery of acceptance of office forms as required, confirmation of the accuracy of the minutes of the last meeting of the Council, receipt of the minutes of the last meeting of a committee, consideration of recommendations made by a committee, review of delegations and committee terms of reference, appointment of members to existing committees and any new committees, review and adoption of standing orders and financial regulations, review of representation on outside bodies, review of inventory, insurance, subscriptions, complaints procedure, freedom of information and data protection arrangements, press and media policy, employment policies and procedures, expenditure under section 137 or the general power of competence, and determination of the time and place of ordinary meetings up to and including the next annual meeting of the Council.
6. After the first business has been completed, the order of business at an ordinary meeting, unless the Council otherwise decides on grounds of urgency, shall be: approval of the minutes, business required by statute, chair's announcements, business remaining from the last meeting, receipt and consideration of committee reports and minutes, councillor questions, resolutions or recommendations in the order received, motions in the order notice was received, and any other business specified in the summons.
7. A motion to vary the order of business on grounds of urgency may be proposed by the chair or by any councillor and, if proposed by the chair, may be put to the vote without being seconded. Any such motion shall be put to the vote without discussion.

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

1. The Chair of the Council may convene an extraordinary meeting of the Council at any time.
2. If the Chair of the Council does not call an extraordinary meeting of the Council within 7 days of having been requested in writing to do so by 2 councillors, any 2 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 those councillors.
3. The chair of a committee or sub-committee may convene an extraordinary meeting of that body at any time.
4. If the chair of a committee or sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members, any 2 such members may convene the extraordinary meeting. The public notice giving the time, place and agenda for such a meeting shall be signed by them.

## 8. PREVIOUS RESOLUTIONS

1. A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by at least 11 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 sub-committee.
2. When a motion moved pursuant to this standing order has been disposed of, no similar motion may be moved for a further 6 months.

## 9. VOTING ON APPOINTMENTS

1. Where more than 2 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. Any tie 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

1. 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 to an issue which specifically affects the Council's area or its residents.
2. 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 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
3. The Proper Officer may, before including a motion on the agenda, correct obvious grammatical or typographical errors. If the wording of a motion is not clear in meaning, the motion may be rejected until it is resubmitted so that it can be understood. If the wording or subject matter is considered improper or unlawful, the Proper Officer shall consult with the chair of the forthcoming meeting or, where relevant, the councillors who have convened the meeting, to consider whether the motion should be included or rejected.
4. The decision of the Proper Officer as to whether or not to include a motion on the agenda shall be final. Motions received shall be recorded and numbered in the order received. Motions rejected shall be recorded with an explanation of the reason for rejection. If a motion on the summons is not moved by the councillor who gave notice of it or by another councillor, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
5. If the subject matter of a motion falls within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to that committee or such other committee as the Council may determine for report,

unless the chair considers it a matter of urgency which should be dealt with at the meeting.

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

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

- to correct an inaccuracy in the draft minutes of a meeting
- to move to a vote
- to defer consideration of a motion
- to refer a motion to a particular committee or sub-committee
- to appoint a person to preside at a meeting
- to change the order of business on the agenda
- to proceed to the next business on the agenda
- to require a written report
- to appoint a committee or sub-committee and their members
- to extend the time limits for speaking
- to exclude the press and public from a meeting
- to not hear further from a councillor or member of the public
- to exclude a councillor or member of the public for disorderly conduct
- to temporarily suspend the meeting
- to suspend a particular standing order unless it reflects a mandatory statutory or legal requirement
- to adjourn the meeting
- to close the meeting
- to appoint representatives to outside bodies
- to authorise legal deeds to be signed by two councillors and witnessed
- to note committee or sub-committee minutes and to consider reports or recommendations made by a committee, sub-committee, employee, professional adviser, expert or consultant

2. If a motion falls within the terms of reference of a committee or sub-committee or within delegated powers conferred on an employee, referral may be made to that body or employee, provided that the chair may direct that it be dealt with at the present meeting for reasons of urgency or expedience.

## **11. MANAGEMENT OF INFORMATION**

1. 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.
2. 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.

3. The agenda, papers supporting the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
4. Councillors, staff, contractors and agents of the Council shall not disclose confidential information or personal data without legal justification. Requests for information held by the Council shall be handled in accordance with the Council's Freedom of Information and data protection procedures. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Policy and Resources Committee, and that committee shall have power to do anything necessary to facilitate compliance.

## **12. DRAFT MINUTES**

1. If the draft minutes of a preceding meeting have been served on councillors with the agenda for the meeting at which they are due to be approved for accuracy, they shall be taken as read.
2. There shall be no discussion of draft minutes except in relation to their accuracy. A motion to correct an inaccuracy shall be moved in accordance with standing order 10.
3. The accuracy of draft minutes, including any amendment 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.
4. If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph to that effect in the standard model form.
5. Following approval of the minutes, any previous draft minutes or recordings of the meeting may be destroyed in accordance with the Council's records retention arrangements.
6. When committee minutes and reports are presented to full Council, the chair of the committee, or in their absence the vice-chair or another councillor selected by the chair, shall move that the minutes be received or approved and adopted as the case may be. The motion shall operate as a series of motions that each item be received and any recommendation adopted, after which the committee minutes shall be open to discussion by the Council.

## **13. CODE OF CONDUCT AND DISPENSATIONS**

1. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
2. Unless granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest, and shall return only after that matter has been concluded.

3. Unless granted a dispensation, a councillor or non-councillor with voting rights shall also withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct.
4. 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. A decision on a dispensation request shall be made by the meeting of the Council, committee or sub-committee for which the dispensation is required, and that decision shall be final.
5. A dispensation request shall confirm the nature of the interest, whether the dispensation is sought for discussion only or discussion and voting, the date of the meeting or the period for which it is sought, and the reason why it is sought.
6. A dispensation may be granted if, having regard to all relevant circumstances, without it the number of persons prohibited from participating would impede the transaction of business, granting it is in the interests of persons living in the Council's area, or it is otherwise appropriate to grant it.

#### **14. CODE OF CONDUCT COMPLAINTS**

1. 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. Such action excludes disqualification or suspension from office.
2. On receipt of a notification that there has been an alleged breach of the code of conduct, the Proper Officer shall refer it to the Monitoring Officer at Lichfield District Council.
3. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Leader of the Council, who shall nominate a person to assume the duties of the Proper Officer in relation to that complaint until the matter is resolved. Where the notification relates to a complaint made by another employee, the Proper Officer shall ensure that the employee concerned does not deal with any aspect of the complaint.
4. The subject matter of notifications shall be treated as confidential so far as permitted by law. The Council shall take such steps as are necessary to maintain confidentiality, including appropriate drafting of agendas, withholding exempt background papers from publication, excluding the press and public where appropriate, preserving confidentiality in the minutes, and liaising with the investigating authority where required.
5. The Council may seek documentary and other evidence from the person or body with statutory responsibility for the investigation of the matter, seek and share information relevant to the complaint, and grant the councillor involved a financial indemnity in respect of legal costs where lawful and approved by full Council.

#### **15. PROPER OFFICER**

1. The Proper Officer shall be either the Town Clerk or such other employee as may be appointed by the Council to undertake the role during the Proper Officer's absence.
2. The Proper Officer shall, at least 3 clear days before a meeting of the Council, a committee or a sub-committee, serve on councillors a signed summons confirming the time, place and agenda, and provide public notice of the time, place and agenda. Public notice with the agenda of an extraordinary meeting of the Council convened by councillors shall be signed by those councillors.
3. Subject to standing order 9, the Proper Officer shall include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal.
4. The Proper Officer shall convene a meeting of the Council for the election of a new Chair occasioned by a casual vacancy in that office, facilitate inspection of the minute book by local government electors, receive and retain copies of byelaws made by other local authorities, hold acceptance of office forms and copies of councillors' registers of interests, and keep proper records required before and after meetings.
5. The Proper Officer shall assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation in accordance with the Council's policies and procedures and shall liaise as appropriate with the Council's Data Protection Officer if there is one.
6. The Proper Officer shall receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary, assist in the organisation, storage, access, security and destruction of information held by the Council in paper and electronic form, arrange for legal deeds to be executed, and arrange for prompt authorisation, approval and instruction regarding payments in accordance with the Financial Regulations.
7. The Proper Officer shall record every planning application notified to the Council and the Council's response to the local planning authority electronically on the planning software used by the Council, and shall refer a planning application received by the Council to the Chair, or in their absence the Vice-Chair, of the Planning and Development Committee within 2 working days of receipt if the nature of the application requires consideration before the next ordinary meeting of that committee.
8. The Proper Officer shall manage access to information about the Council via the publication scheme, retain custody of the seal of the Council if there is one, and carry out any activity or responsibility instructed by resolution or contained in these standing orders.

## **16. RESPONSIBLE FINANCIAL OFFICER**

1. The Council shall appoint appropriate staff member or members to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. ACCOUNTS AND ACCOUNTING STATEMENTS

1. In these standing orders, proper practices refers to the most recent version of Governance and Accountability for Local Councils, a Practitioners' Guide for England.
2. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
3. 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 summarising the Council's receipts and payments for each quarter, the aggregate receipts and payments for the year to date, the balances held at the end of the quarter being reported, and a comparison against the budget highlighting any actual or potential overspends.
4. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide each councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date, and shall present to full Council the accounting statements for the year in the form required by proper practices for consideration and approval.
5. The year-end accounting statements shall be prepared in accordance with proper practices and the form of accounts determined by the Council. A completed draft Annual Governance and Accountability Return or equivalent annual return shall be presented to each councillor before the end of May and shall be presented to Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

1. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the keeping of accounting records and systems of internal control, the assessment and management of financial risks, the work of the independent internal auditor, the inspection and copying by councillors and local electors of the Council's accounts and payment records, and procurement procedures including thresholds for different procedures below the formal tender threshold.
2. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
3. Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services or the execution of works with an estimated value in excess of 60,000 pounds shall be procured on the basis of a formal tender unless the statutory procurement regime requires a different approach or a lawful exemption applies.
4. Subject to additional requirements in the Financial Regulations, the tender process shall include, as a minimum, a specification, an invitation to tender stating the specification, submission deadline and address, date of the Council's written response, and prohibition on prospective contractors contacting councillors or staff outside the prescribed process, advertisement in an appropriate manner, submission in writing in a sealed marked envelope addressed to the Proper Officer, opening by the Proper Officer in the presence of at least one councillor after the submission

deadline, and reporting to the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

5. Neither the Council nor a committee or sub-committee with delegated responsibility for considering tenders is bound to accept the lowest tender, quotation or estimate, or indeed any tender, quotation or estimate.
6. For a contract where the estimated value exceeds the relevant threshold set by Parliament from time to time, the full statutory procurement requirements in force at the time shall be followed.

## **19. HANDLING STAFF MATTERS**

1. A matter personal to a member of staff that is being considered by a meeting shall not be considered until the meeting has decided whether or not the press and public shall be excluded.
2. 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 and disciplinary matters. The Council shall keep employment records secure. Paper records shall be kept under lock and electronic records shall be password protected.
3. No employee other than the Town Clerk or Deputy Town Clerk shall have access to the staff records referred to in this standing order, save where a lawful need and authority exists.
4. Subject to the Council's policies for sickness absence, grievance and disciplinary matters, the relevant committee or panel arrangements shall apply. Any meeting, hearing or panel dealing with such matters shall keep written records and preserve confidentiality.
5. If a candidate for appointment under the Council is, to their knowledge, related to any councillor or the holder of any office under the Council, both persons shall disclose the relationship in writing to the Proper Officer. A candidate who fails to do so may be disqualified from appointment and, if appointed, may be dismissed without notice. The Proper Officer shall make the purpose of this standing order known to every candidate.

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

1. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and shall comply with any other responsibilities to provide information that apply to it by law.

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

1. The Council may appoint a Data Protection Officer.
2. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning personal data held by the Council.

3. The Council shall have a written policy for responding to and managing a personal data breach and shall keep a record of all personal data breaches, comprising the facts relating to the breach, its effects, and the remedial action taken.
4. The Council shall ensure that the information communicated in its privacy notices is easily accessible and available in clear and plain language and shall maintain a written record of its processing activities.

## **22. RELATIONS WITH THE PRESS AND MEDIA**

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 for dealing with the press and media.

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

1. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
2. As Burntwood Town Council executes deeds by signature rather than by common seal, any 2 councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

1. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor or councillors of the District Council and County Council representing the area of Burntwood Town Council.
2. Unless the Council determines otherwise, a copy of each letter sent to the District Council or County Council shall be sent to the relevant ward councillor or councillors representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

1. Unless duly authorised by a resolution, no councillor shall inspect any land or premises which the Council has a right or duty to inspect, or issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

1. All or part of a standing order, except one that incorporates a mandatory statutory or legal requirement, may be suspended by resolution in relation to the consideration of a specific item on the agenda for a meeting.
2. A motion to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates a mandatory statutory or legal requirement, shall not

be carried unless two thirds of the councillors present at the meeting vote in favour of it and the motion has been proposed by special motion with written notice given to the Proper Officer in accordance with standing order 9.

3. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible following acceptance of office.
4. The decision of the chair of a meeting as to the application of standing orders at that meeting shall be final.
5. A councillor's repeated failure to observe standing orders in one meeting may result in action being taken under the disorderly conduct provisions where appropriate.

## **APPENDIX A. ADDITIONAL BURNTWOOD-SPECIFIC PROVISIONS RETAINED FROM THE CURRENT STANDING ORDERS**

### **A1. Co-option procedure to fill a casual vacancy**

Where a casual vacancy arises, the Town Clerk may begin the statutory process to fill the vacancy without further recourse to a meeting of the Council where the vacancy arises through resignation, death or failure to sign acceptance of office in time. In other cases, the Proper Officer shall first declare the office vacant on behalf of the Council and then begin the statutory process.

If no by-election is called, the vacancy may be filled by co-option. Co-option vacancies shall be advertised on the Council's noticeboard and through any other medium considered suitable. Applications shall be considered at the next suitable meeting of the Council.

Applicants for co-option shall be asked to submit information about themselves and confirm their eligibility. They may be invited to make a presentation of up to 3 minutes. Following presentations there shall be no further discussion, and the Council may suspend standing orders to conduct the vote by ballot. The Council reserves the right not to make a co-option.

### **A2. Estimates and precepts**

The Council shall approve written estimates for the coming financial year at its meeting before the end of January.

Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than 31 October.

### **A3. Canvassing and recommendations**

Canvassing councillors or members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from appointment. The Proper Officer shall disclose this requirement to every candidate.

A councillor or member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for appointment or promotion, but a written testimonial as to ability, experience or character may be submitted with an application.

This provision shall apply to tenders as if the person making the tender were a candidate for appointment.

### **A4. Inspection of documents**

Subject to the standing orders, a councillor may, for the purposes of their official duties, inspect any document in the possession of the Council, a committee or a sub-committee and request a copy for the same purpose.

The minutes of meetings of the Council, its committees and sub-committees shall be available for inspection by councillors.

#### **A5. General power of competence**

Before exercising the general power of competence, full Council shall pass a resolution confirming that it has satisfied the prescribed statutory criteria required to qualify as an eligible council.

At each subsequent relevant annual meeting, the Council shall review and confirm whether it continues to satisfy the statutory conditions for eligibility.

**BURNTWOOD TOWN COUNCIL****MODEL STANDING ORDERS ADAPTATION, CHANGE RECORD**

This document records the principal changes made when adapting the supplied model standing orders for Burntwood Town Council using the Council's current adopted standing orders as the source for local provisions.

| <b>Model section</b>            | <b>Burntwood source provision</b> | <b>What was done in the draft</b>                                                                                                                                                                                          | <b>Notes</b>                                                                                  |
|---------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 1 Rules of debate               | Current SO 6                      | Expanded the model text using Burntwood's more detailed debate rules, including speech limits, seconder's reserved speech, formal points of order, right of reply, closure motions, and alteration or withdrawal rules.    | Retains Burntwood detail while keeping model section heading.                                 |
| 2 Disorderly conduct            | Current SO 11                     | Added Burntwood provisions on general disturbance and disturbance by members of the public.                                                                                                                                | Model wording retained as base.                                                               |
| 3 Meetings generally            | Current SO 1                      | Inserted Burntwood public forum rules, 30 minute limit, 3 working days' notice, 3 minute speaking limit, leader or officer response route, and Burntwood quorum of 8 for full Council.                                     | Also retained model reporting rights and public access wording.                               |
| 4 Committees and sub-committees | Current SO 16, 17, 19             | Added Burntwood substitute member rule with 2 day notice, committee quorum rule, sub-committee reporting rule, automatic inclusion of committee chair and vice-chair on sub-committees, and advisory committee provisions. | Advisory committee wording pulled into the model committee section rather than left separate. |
| 5 Ordinary Council meetings     | Current SO 2 and model section 5  | Used model annual meeting structure, then added Burntwood order of business and urgent business wording.                                                                                                                   | Time of annual meeting retained as 6.00 pm.                                                   |

|                                         |                      |                                                                                                                                                                                   |                                                      |
|-----------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 6 Extraordinary meetings                | Current SO 18        | Set the committee and sub-committee extraordinary meeting trigger at 7 days and 2 members, matching Burntwood's current provision.                                                | Replaces model blanks.                               |
| 7 Previous resolutions                  | Current SO 12        | Inserted Burntwood threshold of 11 councillors for a special motion to reverse a resolution within 6 months.                                                                      | Replaces model blank.                                |
| 9 Motions requiring written notice      | Current SO 4         | Set written notice period at 5 clear days, kept record and rejection log provisions, and retained referral to committee wording.                                                  | Model framework preserved.                           |
| 10 Motions not requiring written notice | Current SO 5         | Added Burntwood-specific items such as outside body appointments, legal deeds, and reports from advisers and consultants.                                                         | Merged into model motion list.                       |
| 11 Management of information            | Current SO 26 and 29 | Added confidentiality wording and the Burntwood route for Information Commissioner correspondence to the Chair of Policy and Resources Committee.                                 | Combined with model information management section.  |
| 12 Draft minutes                        | Current SO 10        | Added Burntwood committee minutes presentation procedure to full Council.                                                                                                         | Model draft minutes framework retained.              |
| 13 Code of conduct and dispensations    | Current SO 8         | Adopted meeting based decision on dispensations to match Burntwood's current practice and carried over the local approach to DPI withdrawal.                                      | Also aligned to model request content and grounds.   |
| 14 Code of conduct complaints           | Current SO 31        | Expanded the model complaints section using Burntwood's detailed complaint handling provisions, confidentiality protections and substitution of Proper Officer role where needed. | This is one of the largest retained local additions. |

|                                                       |                      |                                                                                                                                                                                                 |                                                                  |
|-------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 15 Proper Officer                                     | Current SO 3         | Retained Burntwood's 7 day withdrawal notice for motions once listed, planning application recording on software, 2 working day planning referral trigger, and catch all duty wording.          | Model structure used as the base.                                |
| 17 Accounts and accounting statements                 | Current SO 21        | Retained Burntwood quarter dates, end of May draft annual return timing, and approval before 30 June.                                                                                           | Mostly consistent with model wording.                            |
| 18 Financial controls and procurement                 | Current SO 30        | Carried over Burntwood's 60,000 pound formal tender threshold wording, tender content requirements, sealed envelope opening rule and statement that the Council need not accept the lowest bid. | Model section already close, so only targeted edits were needed. |
| 19 Handling staff matters                             | Current SO 28        | Added record security wording, Town Clerk and Deputy Town Clerk staff record access wording, and the relatives of councillors or officers rule for appointments.                                | Integrated with model employment handling section.               |
| 23 Legal deeds                                        | Current SO 15        | Selected the no common seal execution route and used Burntwood's two councillor plus Proper Officer witness wording.                                                                            | Matches current practice.                                        |
| 24 Communication with principal authority councillors | Model section 24     | Kept the model wording and adapted it to District Council and County Council terminology used in Burntwood.                                                                                     | No major local addition identified.                              |
| 25 Restrictions on councillor activities              | Current SO 25 and 33 | Retained Burntwood restriction wording.                                                                                                                                                         | Model and current wording are materially similar.                |
| 26 Standing orders generally                          | Current SO 32 and 34 | Retained Burntwood two thirds voting requirement for permanent variation, provision of copies to councillors, finality of chair's ruling,                                                       | Model framework kept,                                            |

|            |                              |                                                                                                                                                                                                                                                                                  |                                                                        |
|------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|            |                              | and a note on repeated non-compliance being dealt with under disorderly conduct rules.                                                                                                                                                                                           | Burntwood detail added.                                                |
| Appendix A | Current SO 7, 22, 23, 24, 27 | Created an appendix for Burntwood provisions that are not clearly represented as standalone sections in the newer model structure, namely co-option procedure, estimates and precepts, canvassing and recommendations, inspection of documents, and general power of competence. | This preserves local content without breaking the model section order. |

### Drafting assumptions

- Where the model contained blanks, optional alternatives, or bracketed wording, the draft selects the option that best matches the Burntwood standing orders supplied.
- Where a Burntwood provision duplicated or substantially matched the model, the draft generally used the cleaner model structure rather than repeating both versions.
- A small number of existing Burntwood provisions did not sit neatly within the newer model sequence. Those have been carried into Appendix A rather than omitted.

# FULL COUNCIL

## Wednesday 20 May 2026

### Insurance Policy Renewal

#### 1. Purpose of the Report

To seek Members' approval for the renewal of the Council's insurance arrangements for the forthcoming year.

#### 2. Background

The Council's insurance has been underwritten by Zurich Municipal for a number of years. As part of good financial management and procurement practice, the Town Clerk, with support from Gallagher (insurance, risk management and consulting specialists), has undertaken a market review to ensure the Council continues to obtain appropriate cover at a competitive cost.

#### 3. Summary of Findings

Following a review of available options, Hiscox Insurance Company has been identified as offering a policy that provides a comparable level of cover to the Council's current arrangements.

The premium quotations received are as follows:

- **Zurich Municipal (renewal):** £6,193.81 – **Enclosure No. 5B**
- **Hiscox Insurance Company:** £4,762.63 – **Enclosure No. 5C**

This represents a saving of **£1,431.18** should the Council move to Hiscox.

A detailed summary comparison of the level of cover provided by both insurers is included in the appendix to this report.

#### 4. Considerations

- The level of cover offered by Hiscox is considered suitable and comparable to existing arrangements.
- To ensure rate stability, Burntwood Town Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £4,762.63. This means Burntwood Town Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.
- The proposed change represents a financial saving to the Council.
- Gallagher has supported the review and is satisfied that the Hiscox policy meets the Council's requirements.

## **5. Recommendation**

It is recommended that Members:

- Authorise the Town Clerk to place the Council's insurance with Hiscox Insurance Company for the period of the LTA (three years) ; and
- Delegate authority to the Town Clerk to finalise the arrangements in consultation with Gallagher.

### **Contact Officer**

**Steve Lightfoot**

**Town Clerk**

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01543 677166

# Select for Local Councils

## Summary of cover



This document outlines the key features, benefits and limitations of the cover provided by the Zurich Municipal's Select for Local Councils policy. If you want to see the full terms, conditions, and exclusions, please refer to the policy document.

**This summary of cover gives you an overview of the standard covers available as part of this policy. It's not personalised to you.**

**Please read this document alongside your quote/policy schedule and policy document to see what's covered and any limits or exclusions that apply. Please check your coverage to ensure it meets your needs.**

# Sections of cover

The following sections of cover are available under our Select for Local Councils proposition.

To see more details of each of the individual covers available, please click on the relevant box below to navigate to the details.



## Type of insurance and cover

The policy provides cover for your main insurance needs when relevant covers are purchased. This may include a combination of: Material Damage, Business Interruption, "All Risks", Money, Public Liability, Hirer's Liability, Employers' Liability, Libel and Slander, Motor (including Legal Expenses and Uninsured Loss Recovery), Plant Protection, Deterioration of Stock, Fidelity Guarantee, Personal Accident, Legal Expenses and Street Furniture (Impact Damage).

The standard duration of this non-investment insurance contract is 12 months.



## Material Damage

This cover provides reinstatement, indemnity, or repair following damage for Buildings and Contents from the following events: fire, lightning, explosion, aircraft, riot and civil commotion, earthquake, subterranean fire, storm or flood, escape of water or beer, impact by vehicles or animals, breakage or collapse of TV, radio or mobile telephone signal receiving apparatus, falling trees or branches, leakage of oil and accidental damage to fixed glass, theft and accidental damage with the option to include subsidence cover.

| Significant features and benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Significant and unusual exclusions or limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Adaptation (energy performance and sustainable buildings) – Limit 5% or £100,000, whichever is the lesser</p> <p>Bequeathed property – Building Limit £500,000 (individual items £10,000)</p> <p>Capital additions – Limit 10% or £1,000,000, whichever is the lesser</p> <p>Damage to reputation – Limit £50,000 – should you suffer a loss in excess of £1,000,000</p> <p>Debris removal costs</p> <p>Drains and gutters</p> <p>Fire extinguishment expenses – Limit £25,000</p> <p>Groundkeepers' equipment – Limit £10,000</p> <p>Landscaped gardens – limit £15,000</p> <p>Loss Minimisation and Prevention Expenditure – Limit £100,000</p> <p>Metered utilities – Limit £15,000</p> <p>Temporary removal – Office records – Limit £10,000, Computer system records £2,000 and Contents 15% of sum insured for contents</p> <p>Trace and access – Limit £25,000</p> <p>Accidental damage to underground services – Limit £1,000</p> | <p><b>Excess: An excess applies each and every loss</b></p> <p><b>Communicable Diseases</b><br/>No indemnity will be provided arising directly or indirectly from a communicable disease or the fear or threat of a communicable disease</p> <p><b>Storm or Flood</b></p> <ul style="list-style-type: none"> <li>• Damage to moveable property in the open, fences and gates</li> <li>• Damage caused by frost, subsidence ground heave or landslip</li> <li>• Due to change in the water table level</li> </ul> <p><b>Unoccupied Buildings</b></p> <ul style="list-style-type: none"> <li>• Damage caused by freezing, escape of water, malicious persons and fixed glass in respect of Buildings which are unoccupied</li> </ul> <p><b>Subsidence, Ground Heave or Landslip and Normal Settlement*</b></p> <ul style="list-style-type: none"> <li>• Damage caused by the settlement or movement of made up ground</li> <li>• Damage caused by fire, subterranean fire, explosion, earthquake or the escape of water from any tank, apparatus or pipe</li> </ul> <p><b>Theft</b></p> <ul style="list-style-type: none"> <li>• Not involving forcible or violent entry to or exit from any building</li> <li>• Where the Insured or any Employee are involved</li> </ul> |

| Significant features and benefits | Significant and unusual exclusions or limitations                                                                                                                                                                                                                                                                          |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <p><b>Accidental Damage</b></p> <ul style="list-style-type: none"> <li>• Defective Design or Workmanship</li> <li>• Gradually Operating Causes</li> <li>• Wear and Tear</li> <li>• Inherent Vice or Latent Defect</li> </ul> <p><b>Terrorism*</b></p> <p>Items above marked * have an optional 'buy-back' upon request</p> |

## Business Interruption

This cover provides financial compensation for additional expenditure, loss of revenue and/or loss of rent following a claim in respect of an insured event under the Material Damage section.

| Significant features and benefits                                                                                                                                                                                                                                             | Significant and unusual exclusions or limitations                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Alternative Trading</p> <p>Automatic Reinstatement of Sums Insured</p> <p>Computer Data – £5,000</p> <p>Named Diseases, Murder, Suicide or Rape – Limit £100,000</p> <p>Professional Accountants' Fees</p> <p>Public utilities and denial of access – Limit £1,000,000</p> | <p>Communicable Diseases – no indemnity will be provided arising directly or indirectly from a communicable disease or the fear or threat of a communicable disease</p> <p>Electronic Risks</p> <p>Losses outside of the Indemnity Period</p> <p>Material Damage Proviso (an event not covered by Material Damage cover)</p> <p>Deliberate act of a supplier in withholding water, gas, electricity, fuel or telecommunications services</p> |

## All Risks

This cover provides indemnity for specific items on a broader basis than that offered under Material Damage, for example whilst away from the usual premises.

| Significant features and benefits                                                                                                                                 | Significant and unusual exclusions or limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Cover provided anywhere within the territorial limits</p> <p>Capital Additions and alterations – Limit £1,000,000</p> <p>Computer breakdown – up to £5,000</p> | <p>Communicable Diseases – no indemnity will be provided arising directly or indirectly from a communicable disease or the fear or threat of a communicable disease</p> <p>Defective design or Workmanship</p> <p>Property more specifically insured</p> <p>Theft from an unattended vehicle</p> <p>Inherent Vice or Latent Defect</p> <p>Wear and Tear</p> <p>Gradually operating causes</p> <p>Unexplained disappearance</p> <p>Mechanical or Electrical Breakdown</p> <p>Electronic risks</p> |

This cover insures you against loss or damage to 'money'.

| Significant features and benefits                                                                                                                                                                                                                                                                                                                                                        | Significant and unusual exclusions or limitations                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal Effects – Limit up to £500 per person<br>Personal Injury: <ul style="list-style-type: none"> <li>Death, Loss of Limb or Loss of Sight and Permanent total disablement – up to a maximum of £10,000 per person</li> <li>Temporary total disablement – up to £150 per person per week</li> </ul> Replacement of safe/strongroom keys – £1,000<br>Unattended vehicles – up to £100 | <b>Excess: An excess applies each and every loss</b><br>Breakdown of machines and cash dispensers<br>Error or omission arising from receipts, payments or accounting practice<br>Fraud or dishonesty of your employees not discovered within 72 hrs |

Covers you and any volunteers helping you in respect of your legal liability for damages and claimants' costs and expenses arising from (a) accidental bodily injury including death, illness and disease and (b) accidental damage to third party Property as a result of a negligent act or accidental error or accidental omission.

| Significant features and benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Significant and unusual exclusions or limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Abuse – Limit £5,000,000 for claims made in any one period of insurance<br>Court Attendance – Limit £500 per day<br>Contingent Motor Liability<br>Consumer Protection Act<br>Corporate Manslaughter defence costs – Limit of Indemnity in schedule<br>Damage to reputation – up to £50,000 – should you suffer a loss in excess of £1,000,000<br>Data Protection – Limit £1,000,000 any one period of insurance<br>Defective Premises Act<br>Environmental clean up costs – Limit £1,000,000 any one period of insurance<br>Financial Loss<br>Food Safety Act defence costs<br>Health & Safety at Work defence costs<br>Indemnity to other persons<br>Legionella – Limit of Indemnity in schedule any one period of insurance<br>Personal Liability | Asbestos<br>Claims brought in USA/Canada courts jurisdiction<br>Cyber – no cover for liability arising out of any unauthorised acts which result in disruption/failure of any computer equipment which processes, stores, transmits or receives data<br>Medical malpractice<br>Motor<br>Pollution and contamination – sudden and unforeseen only covered<br>Professional liability for errors or omissions involving advice, design or specification<br>Products liability under contract<br>Property held in trust<br>Replacing or rectifying products<br>Vessels or craft |



## Employers' Liability

Covers you in respect of your legal liability to Employees (including volunteers) for damages and claimants, costs and expenses arising from accidental bodily injury including death, illness and disease and Legal defence costs.

| Significant features and benefits                                                                                                                                                                                                                                                                                                                                                                                                                                            | Significant and unusual exclusions or limitations                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Court Attendance – Limit £500 per day</li> <li>Corporate Manslaughter defence costs – Limit of Indemnity in schedule</li> <li>Damage to reputation – up to £50,000 – should you suffer a loss in excess of £1,000,000</li> <li>Health &amp; Safety at Work defence costs</li> <li>Indemnity to other persons</li> <li>Legal defence costs</li> <li>Unsatisfied court judgments</li> <li>Work experience placements covered</li> </ul> | <ul style="list-style-type: none"> <li>Offshore exposures</li> <li>Passengers in motor vehicles</li> </ul> |



## Hirer's Liability

Hirers of your premises legal liability for accidental bodily injury, illness or disease (including death), accidental damage to the premises or the contents and to other property not the responsibility of the hirers.

| Features and benefits                                                                                                                                                                                                                                                                               | Significant exclusions or limitations                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Accidental Damage to Premises – Limit £1,000,000</li> <li>Corporate Manslaughter defence costs – Limit of Indemnity in schedule</li> <li>Environmental clean up costs – Limit £1,000,000 any one period of insurance</li> <li>Legal Defence Costs</li> </ul> | <ul style="list-style-type: none"> <li><b>Excess: An excess applies each and every loss</b></li> <li>Claims brought in USA/Canada courts jurisdiction</li> <li>Contractual liquidated damages or punitive damages</li> <li>Cyber</li> <li>Products Liability</li> <li>Use of premises for political, commercial or business use</li> </ul> |



## Libel and Slander

Provides cover in respect of libels or slanders committed by employees or members in the course of your business.

| Significant features and benefits                                                                                                                                            | Significant and unusual exclusions or limitations                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Cover is provided to members and employees – Limit of Indemnity in schedule for claims made in any one period of insurance</li> </ul> | <ul style="list-style-type: none"> <li>An excess of 10% or £1,000, whichever is the lower, of each claim</li> <li>Claims in respect of exemplary or punitive damages</li> <li>Losses arising from malicious falsehood or injurious falsehood</li> <li>Claims reported more than 12 months after the cancellation of the policy</li> </ul> |



## Motor

Provides cover for vehicles owned, hired or leased for loss or damage to the vehicle including spares and accessories and legal liability to third parties. Cover operates in the United Kingdom and all member countries of the European Union, Iceland, Norway and Switzerland.

| Significant features and benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Significant and unusual exclusions or limitations                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <p>Corporate Manslaughter defence costs included with limit of £5,000,000 any one period of insurance</p> <p>Cost of fuel tank draining and cleaning after accidental filling of incorrect fuel – no excess applies</p> <p>Electric vehicles, including charging cables and batteries</p> <p>Hotel expenses if vehicle is immobilised – up to £250</p> <p>Limit for damage to third party property is £50,000,000 for cars and £5,000,000 for all other vehicles</p> <p>New for old basis of settlement for any car or goods carrying vehicle not exceeding 7.5 tonnes within one year of first registration if repairs will cost more than 50% of the new price including taxes</p> <p>No additional young/novice driver excess</p> <p>No excess to apply for repair of windscreens</p> <p>Personal Accident Benefit – up to £10,000</p> <p>Personal effects – as per schedule</p> <p>Medical expenses – up to £500</p> <p>Accidental loss or theft of keys</p> <p>Recovery and re-delivery following a damage claim with provision of courtesy car if repair is handled within our approved repairer network</p> <p>Cover for trailers whether attached or not</p> <p>Terrorism cover – Limit £5,000,000</p> | <p><b>Excesses apply as per schedule</b></p> <p>Loss of use of your vehicle</p> <p>Loss as a result of deception</p> |



## Motor Legal Expenses and Uninsured Loss Recovery

Cover for legal costs in pursuing a third party for uninsured losses or recovering damages for death or injury following a motor accident.

Underwritten by ARAG Legal Expenses Insurance Company Ltd.

| Significant features and benefits                            | Significant and unusual exclusions or limitations                                                 |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <p>Covers vehicle user and passengers in insured vehicle</p> | <p>Limit of indemnity £100,000 any one claim</p> <p>Costs incurred before a claim is accepted</p> |



## Plant Protection

This cover provides for physical loss or damage to plant items such as boilers and pressure plant, lifting and handling plant, electrical and mechanical plant.

| Significant features and benefits                                                                                                                                                                                                                                                                                                                   | Significant and unusual exclusions or limitations                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Capital Additions clause</p> <p>Emergency Services – up to £15,000</p> <p>Debris removal following insured damage not exceeding £25,000 or 20% of the indemnifiable damage</p> <p>Expediting Expenses – up to £50,000</p> <p>Temporary Removal of plant – up to £100,000</p> <p>Loss minimisation and prevention expenditure – up to £25,000</p> | <p><b>Excess: An excess applies each and every loss</b></p> <p>Communicable Diseases – no indemnity will be provided arising directly or indirectly from a communicable disease or the fear or threat of a communicable disease</p> <p>Consequential losses</p> <p>Electronic Risks</p> <p>Losses arising from fire and other perils which should be covered under a Material Damage policy</p> <p>Wear and Tear</p> |



## Deterioration of Stock

Cover is given under this policy for loss of the contents of fridges or freezers due to the breakdown of those items.

| Significant features and benefits                                                                                                                                                                                                                                                                                                   | Significant and unusual exclusions or limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Additional costs for obtaining a condemnation certificate, clean up or decontamination of the refrigeration plant and the disposal of goods up to £25,000 or 10% of the sum insured in any one period of insurance</p> <p>Automatic reinstatement – up to £1,000</p> <p>Mitigating costs – subject to these being reasonable</p> | <p><b>Excess: An excess applies to each and every loss</b></p> <p>Communicable Diseases – no indemnity will be provided arising directly or indirectly from a communicable disease or the fear or threat of a communicable disease</p> <p>Consequential losses</p> <p>Electronic Risks</p> <p>Losses arising from the deliberate withdrawal of the electricity supply by the supplier</p> <p>Losses arising from fire and other perils which should be covered under a Material Damage policy</p> <p>Wear and Tear</p> |



## Fidelity Guarantee

Provides cover for loss of money or other property belonging to the insured occurring as a direct result of any act of fraud or dishonesty by an employee.

| Significant features and benefits                                                                                                                                               | Significant and unusual exclusions or limitations                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Auditors' Fees – no more than 10% of claim</p> <p>Automatic reinstatement of Sum Guaranteed (additional premium may be due)</p> <p>Third party Computer Fraud (optional)</p> | <p><b>Excess: An excess applies each and every loss</b></p> <p>Loss must be reported within 24 months</p> <p>Any loss unless the insured within 6 weeks of engaging an employee obtains written references going back for a period of 3 years</p> |



## Personal Accident

This cover provides agreed benefits, payable to you, in respect of selected categories of Insured Persons should they suffer bodily injury resulting in death, serious disabling injuries or permanent total disablement during the Operative Time.

The Operative Time of cover normally chosen relates to the Insured Persons carrying out their official duties on your behalf. Insured Persons will usually be your employees, members of your governing body or people volunteering to work with you.

The cause of the bodily injury will be a sudden, unforeseen and identifiable occurrence which could include an assault or an accident in general.

| Significant features and benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Significant and unusual exclusions or limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>For under 75 year olds, cover can be extended to include Temporary Disablement or Permanent Partial Disablement</p> <p>Disablement is measured against inability, due to injury, to engage in any occupation for the remainder of the Insured Person's life</p> <p>For your own employees over 16 and below state retirement age, cover is widened to refer to inability to engage in their usual occupation with you</p> <p>Cover automatically includes additional benefits for:</p> <p>Childcare and domestic staff costs – up to £500 per week for 26 weeks</p> <p>Coma benefit – up to £375 per week for 104 weeks</p> <p>Damage to personal effects following an occurrence insured – up to £500</p> <p>Dental injury expenses – up to £2,000</p> <p>Dependants' benefit – up to £50,000 (£5,000 per child)</p> <p>Disability assistance – up to £20,000</p> <p>Disappearance</p> <p>Domestic travel expenses – up to £5,000</p> <p>Exposure to the elements</p> <p>Facial scarring – up to £10,000</p> | <p>Persons over the age of 90</p> <p>Benefits are only paid where death or disablement occurs solely from the original occurrence insured and independently of any other cause, with a 24 month limitation</p> <p>Sickness, disease or degenerative condition, suicide or self-harm</p> <p>Additional benefits listed are subject to certain limitations in scope and amount as shown in the policy</p> <p>Claims arising from travel to any destination where the Foreign, Commonwealth &amp; Development Office (FCDO) advises against travel</p> <p>War in the home country or a secondment destination</p> <p>The policy provides an overall maximum event limit of £5,000,000 regardless of the number of Insured</p> <p>Persons involved in an occurrence</p> <p>This limit is reduced to £1,000,000 for multi-engined aeroplane travel and £500,000 for all other air travel</p> |

| Significant features and benefits                                                                                                                                                                                                                                                                                        | Significant and unusual exclusions or limitations |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <p>Funeral expenses – up to £10,000</p> <p>Hijack or kidnap</p> <p>Hospitalisation benefit – up to £375 per week for 52 weeks</p> <p>Medical expenses – up to £20,000</p> <p>Moving costs – up to £20,000</p> <p>Physiotherapy – up to £500</p> <p>Rehabilitation support</p> <p>Retraining expenses – up to £15,000</p> |                                                   |



## Legal Expenses

Provides you with cover for legal costs and expenses should you experience one of the legal problems covered by this policy in relation to your business activities.

Underwritten by ARAG Legal Expenses Insurance Company Ltd.

| Significant features and benefits                                                                                                                                                                                                                                                                                                                                                                                                                                               | Significant and unusual exclusions or limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>‘Standard’ cover includes Employment Disputes, Compensation Awards, Service Occupancy, Legal Defence, Statutory license appeal, Property Protection and Bodily Injury and Tax Protection</p> <p>We provide Employment Practices Liability as standard, removing the requirement of a “more reasonable than not” chance of success</p> <p>Extensions are available for Contract Disputes including the total limit for all compensation awards, damages and Debt Recovery</p> | <p>Compensation awards maximum is £1,000,000 in any one period of insurance</p> <p>Any involvement in any joint venture, consortium or other profit sharing scheme</p> <p>In respect of employment disputes any redundancy within the first 180 days of inception of the cover</p> <p>In respect of contracts any dispute concerning an amount under £500</p> <p>Compensation awards relating to trade union activities</p> <p>Claims arising from a parking offence</p> <p>Employment disputes which arise within the first 90 days of inception</p> |



## Impact Damage (Street Furniture)

This cover indemnifies the insured for impact damage to their property from any road vehicle or animal.

| Significant features and benefits | Significant and unusual exclusions or limitations                                                                                          |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Subject to average clause</p>  | <p><b>Excess applies to each and every loss</b></p> <p>Terrorism*</p> <p>Items above marked * have an optional ‘buy-back’ upon request</p> |



## General exclusions

Loss or damage caused by:

- Date Related Incidents
- Northern Ireland Civil Commotion
- Nuclear and War Risks, Government or Public Authority Order
- Sonic Bangs
- Terrorism
- Radiation.



## Insurance Act 2015

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which aims to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Act. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy.

Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.



## Our complaints procedure

We are committed to providing a high level of customer service. If you do not feel we have delivered this, we would welcome the opportunity to put things right for you.

Many concerns can be resolved straight away. Therefore in the first instance, please get in touch with your usual contact at Zurich as they will generally be able to provide you with a prompt response to your satisfaction. Contact details will be provided on correspondence that we or our representatives have sent you.

If we can resolve your complaint to your satisfaction within the first few days of receipt, we will do so. Otherwise, we will keep you updated with progress and will provide you with our decision as quickly as possible.

If you are not happy with the outcome of your complaint, you may be able to ask the Financial Ombudsman Service to review your case.

We will let you know if we believe the ombudsman service can consider your complaint when we provide you with our decision. The service they provide is free and impartial, but you would need to contact them within 6 months of the date of our decision.

More information about the ombudsman and the type of complaints they can review is available via their website [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk).

You can also contact them as follows:

**Post:** Financial Ombudsman Service, Exchange Tower, London, E14 9SR

**Telephone:** 08000 234567 (free on mobile phones and landlines)

**Email:** [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)

If the Financial Ombudsman Service is unable to consider your complaint, you may wish to obtain advice from the Citizens Advice Bureau or seek legal advice.



## The Financial Services Compensation Scheme (FSCS)

We are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation should we be unable to meet our obligations.

You may contact the FSCS on 0800 678 1100 or further information is available at [www.fscs.org.uk](http://www.fscs.org.uk).



**Zurich Municipal is a trading name of Zurich Insurance Company Ltd**

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## What is a policy summary?

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This document provides key information about the insurance policy specifically designed for parish, town and community councils, registered charities and not-for-profit organisations, underwritten by Hiscox. If you have any additional questions, then please contact your insurance broker, Arthur J. Gallagher Insurance Brokers Ltd on 01483 462860.

**Policy name:** Local councils and not-for-profit insurance

**Type of insurance:** commercial combined

**Underwritten by:** Hiscox Underwriting Ltd on behalf of Hiscox Insurance Company Limited

## Significant features and benefits

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We offer some of the broadest levels of cover available, giving our customers true peace of mind. All communications, including the policy wordings, are written in plain English with no jargon to ensure that you know exactly what is and, as importantly, what is not covered.

**The following are included as standard with this insurance.**

### **Contents which covers accidental physical loss or damage to:**

- property which belongs to you or for which you are legally responsible at the insured location;
- your money at the insured location, in a locked safe, at your employees' and volunteers' homes and while in transit;
- the personal effects of your councillors, trustees, employees and visitors while at the insured location;
- outdoor furniture, ornaments and statues that are normally left outdoors within the confines of the insured location;
- exhibition stands and exhibition equipment for which you are legally responsible within the UK and Ireland;
- defibrillators and defibrillator cabinets for which you are legally responsible within the UK and Ireland;
- items bequeathed to you, provided that you tell us the values as soon as possible;
- raffle prizes, auction lots, additional stock and equipment hired in by you for any fund-raising event or religious festival;
- your property which is used and kept at the home of any councillor, trustee or employee of yours.

### **Contents also covers:**

- the cost of replacing or reconstituting your electronic data and business documents if they have been lost or destroyed;
- the cost you incur for any metered water and fuel as a direct result of insured damage to any storage tank or piping;
- your direct financial loss as a result of fraud or dishonesty of any councillor, trustee or employee of yours;
- irrecoverable business travel and accommodation expenses following accidental injury or illness of any councillor, trustee or employee of yours.

### **Property away which covers accidental physical loss or damage to:**

- your portable equipment and property anywhere in the EU.

### **Business interruption which covers your financial losses resulting from an interruption to your activities caused by:**

- insured damage to property which belongs to you or for which you are legally responsible;
- insured damage to property within 1km of the insured location which prevents or hinders access to the insured location;
- failure in the supply of water, gas, electricity or telecommunications for more than 24 hours as a result of insured damage;
- your inability to use the insured location due to restrictions imposed by a public authority.

### **Business interruption also covers:**

- the expenses you incur in replacing any of your key personnel following their illness or accidental bodily injury;
- your financial losses due to the unauthorised use of water, gas or electricity or telecommunications by a third-party.

### **Employers' liability which covers claims brought against you:**

- by your employees and volunteers for bodily or mental injury arising out of their work for you.

### **Public and products liability which covers claims brought against:**

- you for bodily injury of any person or damage to any property which does not belong to you as a result of your activities;
- any hirer of the insured location for bodily injury or property damage arising from their use of the insured location;
- your councillors and trustees for bodily injury or property damage as a result of your activities;
- you for defamation or infringement of intellectual property rights as a result of your activities.

**Public and products liability also covers:**

- the motor vehicle excess and reduction in no claims discount payable by a councillor, trustee or employee of yours as a result of an accident involving a motor vehicle used in connection with your activities.

**Officials' and trustees' indemnity which covers claims brought against:**

- your trustees, directors, officers and members for errors arising from the performance of their duties in that capacity.

**Commercial legal protection which covers legal defence costs in connection with:**

- disputes with your employees and voluntary workers, allegations of a criminal offence, civil actions following physical damage to your property, appeal proceedings following assessment by HMRC and contractual disputes relating to goods and services.

**Personal accident which provides:**

- a capital benefit following death or permanent disablement of any of your councillors, trustees, employees and volunteers;
- a weekly benefit following temporary disablement of any of your councillors, trustees, employees and volunteers.

## A flexible approach

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The following are also available under this insurance.

**Buildings which covers:**

- accidental physical loss or damage to insured buildings, including street furniture, memorials and fixed outside equipment;
- the cost of locating and repairing any accidental physical loss or damage to your cables, underground pipes and drains;
- the reasonable and necessary cost you incur to protect insured buildings from imminent insured damage;
- damage to trees, shrubs and plants at the insured location as a result of fire or explosion;
- accidental physical loss or damage to buildings bequeathed to you, provided that you tell us the values as soon as possible;
- accidental physical loss or damage to building works in progress and unfixed materials relating to a building contract.

**Equipment breakdown which covers:**

- electrical or mechanical breakdown or failure of your electrical equipment and computers at the insured location;
- electrical or mechanical breakdown or failure of your computers while temporarily elsewhere in the UK or Ireland;
- the cost of replacing or reconstituting your electronic data if it has been lost or destroyed following breakdown or failure.

## Significant or unusual exclusions and limitations

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Any claims, circumstances or incidents which you know about or ought reasonably to have known about prior to the inception of the policy are excluded unless notified previously. You have an obligation to take reasonable steps to prevent accident or injury and to protect your property against loss or damage. You must keep any property insured under this policy in good condition and repair and you must also take reasonable steps to maintain back-up copies of data files or programmes.

You will normally have to pay an initial amount for each claim made against you under the policy. These excesses may vary and your individual quotation and policy schedule will show the specific excesses applicable to you. Any special conditions, limitations or terms that may apply to an individual risk will also be clearly shown in your quotation and policy schedule.

**Contents and Property away do not cover loss or damage:**

- caused by wear and tear, inherent defect, rot, fungus, mould, vermin or infestation;
- caused by theft from an unattended vehicle unless the item is out of sight in a locked boot;
- to property being cleaned, worked on or maintained, other than fine art;
- terrorism, civil commotion in Northern Ireland, war, confiscation, nuclear risks or communicable disease;
- to property while temporarily outside the UK unless it is in your care, custody or control or secured in a locked room or safe.

**Equipment breakdown does not cover loss or damage:**

- to domestic laundry, kitchen, audio visual and home entertainment equipment used in private living quarters;
- which is recoverable under any maintenance agreement, warranty or guarantee.

**Buildings does not cover loss or damage caused by:**

- settlement, bedding down or movement of new structures or made-up ground;
- coastal erosion or a rise in the water table;
- storm or flood to gates or fences, other than lych gates;
- terrorism, civil commotion in Northern Ireland, war, confiscation, nuclear risks or communicable disease;

- the building contractor to building works in progress and unfixed materials relating to a building contract.

**Business interruption does not cover:**

- illness of or injury to any of your key personnel resulting from any medical condition known to them at the inception date of this policy, unless the condition has been without the need for any medical advice during the previous 24 months;
- any interruption to your business caused by any communicable disease or fear or threat of communicable disease except where the interruption is caused by one of the specified diseases at your premises which means that you are unable to use your premises.

**Employers' liability does not cover any claim or loss due to:**

- bodily or mental injury of any of your employees or volunteers while they are offshore;

**Public and products liability does not cover any claim or loss due to:**

- defamation which arises out of any statement which you knew was defamatory at the time of publication;
- infringement, use, or disclosure of a patent, or any use, disclosure or misappropriation of a trade secret;
- the ownership or use of any aerial device, hovercraft, watercraft or any mechanically-propelled vehicle or trailer;
- designs, plans, specifications, formulae, directions or advice prepared or given by you;
- the failure of any of your products or any service provided by you to perform its intended function or purpose;
- bodily injury directly or indirectly caused by abuse, assault, harassment, mistreatment or maltreatment.

**Officials and trustees' indemnity does not cover any claim or loss due to:**

- any act intended to secure a personal profit or advantage to which any insured person was not legally entitled;
- an insured person's operation or administration of any defined benefit pension scheme;
- a breach of or failure to provide professional duties or services;
- any employee's termination of employment, breach of any employment contract or employment related discrimination.

**Commercial legal protection does not cover:**

- any claim reported more than 180 days after the insured person should have known about the incident;
- any costs and expenses incurred before the written acceptance of a claim by DAS.

**Personal accident does not cover:**

- any injury or illness resulting from any emotional or psychiatric disorder or condition;
- any injury or illness resulting from pregnancy or any condition connected with pregnancy or childbirth.

## Your obligations

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Remember, your premium and insurance cover will be based specifically on the details you provide to us. So the information you give us will form a record of your unique combination of demands, needs and circumstances.

Please make sure the information you send us is complete and accurate, and inform us immediately of any changes in circumstances that may affect the services provided by us or the cover provided by your policy. This is particularly important before taking out a policy, but it also applies throughout the life of a policy.

**You need to bear in mind:**

- if you fail to disclose any information material to the insurance you could invalidate the policy and claims may not be paid;
- you should read and check all insurance documents to ensure that you are aware of the cover, limits and other terms that apply;
- please be aware of all terms and conditions of your policy as failure to comply with them could invalidate it;
- in the event of a claim, you should take note of the required procedures, such as prompt notice to us of the claims, as stated in the policy documentation;
- as with any insurance, you have an obligation to take reasonable steps to mitigate any loss.

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**Policy length**

This is not an annual policy. Your policy will run on a continuous basis of insurance and will continue whilst your payments are kept up to date. You must tell us of any changes to your circumstances as described in your insurance policy and we will then have the option of amending the terms of the policy or issuing you with notice of our intention to cancel it.

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**Cancellation rights**

You may cancel the insurance by giving us 30 days' notice in writing of your intention to do so. We may cancel the insurance by giving you 30 days' notice in writing of our intention to do so.

In both cases, we will return to you the amount of premium which relates to the unexpired period, provided that no claims have been notified under the insurance. If a claim or claims have been notified, then we will only return any premium if we (and not you) are cancelling the policy. However, we will not refund any premium under £10.

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**Claims service**

If you suffer a loss and need to make a claim you should contact your insurance broker Arthur J. Gallagher Insurance Brokers Ltd immediately on 01483 462860. If this is not possible, then our claims team can be contacted 9.00am – 5.30pm Monday to Friday on 0800 711 7156. You will need to provide your policy number and full details of the claim, including the date, amount and circumstances of loss.

Outside of normal business hours, if you require emergency assistance in relation to substantial damage to your property, you can speak to our 24-hour emergency assistance team using the telephone number above. Our out-of-hours emergency assistance team operate on a pay-and-claim basis and you will need to have credit card details available as appropriate; the team will then be able to direct you to essential tradesmen, emergency loss adjusters or disaster management companies in the event of significant loss or damage. Your policy schedule will reflect if property cover is included in your policy.

Hiscox prides itself on its fast, efficient, fair and sensible claims service, offering access to expert legal teams. It is when you make a claim that you really find out how good your insurer is and we are confident that you will not find a better service in the UK.

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**Any questions and complaints**

If you have any questions or concerns about the sale of your policy or the service offered by your broker, please speak to your insurance broker Arthur J. Gallagher Insurance Brokers Ltd in the first instance on 01483 462860. If you have any questions or concerns about the terms of your policy or the decisions regarding the settlement of a claim, please contact our customer relations team at:

Hiscox Customer Relations  
The Hiscox Building  
Peasholme Green  
York YO1 7PR

Or by telephone on 01904 681 198 or 0800 116 4627

Or by email at [customer.relations@hiscox.com](mailto:customer.relations@hiscox.com)

Our customer relations team will do all they can to put things right, but if you're still not satisfied, we'll tell you how to take your case to the Financial Ombudsman Service.

If for any reason we can't meet our obligations to you, you may be entitled to compensation. In that case, rest assured we're fully covered by the Financial Services Compensation Scheme (FSCS). For further information visit [www.fscs.org](http://www.fscs.org).

# FULL COUNCIL

## Wednesday 20 May 2026

### Risk Register

#### Purpose

To present the updated Risk Register for approval and adoption by Burntwood Town Council.

#### Background.

Members are asked to review and approve the risk register annually for audit purposes. The risk register is a summary of strategic risks, not a complete list of all risks. Financial risks are assessed separately, and a report will be presented to council in the near future.

#### Summary of Changes

The Town Clerk has reviewed the risk register and made some minor changes.

- Standardised risk scoring methodology (Likelihood x Impact)
- Clearer and more consistent risk descriptions
- Defined ownership and review frequency
- Inclusion of new risks (cyber, project delivery)
- Strengthened mitigation measures

#### Key Risk Areas

- Cyber security and data loss
- Reputational risk
- Environmental decline
- Major project delivery

#### Recommendation

1. Approve and adopt the Risk Register (May 2026)
2. Review quarterly via Policy & Performance Committee
3. Report high-risk areas to Full Council

#### Contact Officer

**Steve Lightfoot**

**Town Clerk**

[steve.lightfoot@burntwood-tc.gov.uk](mailto:steve.lightfoot@burntwood-tc.gov.uk)

01543 677166

## Burntwood Town Council Risk Assessment Register – Draft May 2026

|                   |                | <b>Impact</b>  |         |            |          |
|-------------------|----------------|----------------|---------|------------|----------|
|                   |                | Negligible (1) | Low (2) | Medium (3) | High (4) |
| <b>Likelihood</b> | High (4)       | 4              | 8       | 12         | 16       |
|                   | Medium (3)     | 3              | 6       | 9          | 12       |
|                   | Low (2)        | 2              | 4       | 6          | 8        |
|                   | Negligible (1) | 1              | 2       | 3          | 4        |

| Date Created | Date first Adopted | Date last reviewed. | Date for next review. | Adoption by Council |
|--------------|--------------------|---------------------|-----------------------|---------------------|
| June 2022    | November 2022.     | January 2026        | January 2027.         | May 2026            |

## 1. ORGANISATION

| Reference | Risk                                        | Probability | Impact     | Risk Score | Policy                                                                                                                                                                                                                                                   | Risk after mitigation | Owner               | Frequency of Review              |
|-----------|---------------------------------------------|-------------|------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|----------------------------------|
| 1.1       | Loss of Town Clerk<br>(Responsible Officer) | Low (2)     | Medium (3) | 6          | Continuity through Deputy Clerk.<br>Arrange a Locum Town Clerk (SPCA for advice)<br>Town Clerk's email account available to Deputy.<br>Insurance policy pays the Council upto £50K in the event of death. Cover cost of locum / temp staff if necessary. | 4                     | Chair               | Twice annually.<br>May & October |
| 1.2       | Loss of RFO                                 | Low (2)     | Medium (3) | 6          | Maintain up to date record.<br>Locum support via SPCA                                                                                                                                                                                                    | 4                     | Chair<br>Town Clerk | Twice annually.<br>May & October |
| 1.3       | Loss of IT data                             | Low (2)     | High (4)   | 8          | Live cloud back-up for instant repair. Work with IT suppliers to identify risks.<br>Undertake training to spot threats.                                                                                                                                  | 4                     | Town Clerk          | Quarterly                        |

|     |                                                 |            |            |   |                                                                                                                                               |   |            |                |
|-----|-------------------------------------------------|------------|------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------|---|------------|----------------|
| 1.4 | Lone Working                                    | Low (2)    | Medium (3) | 6 | Policy adopted<br>Ensure staff are aware of safety and their surroundings.                                                                    | 4 | Town Clerk | Annually       |
| 1.5 | Loss of a Councillor                            | Medium (2) | Low (2)    | 4 | Guide to filling a casual vacancy in Standing Orders.<br>Notify LDC.                                                                          | 2 | Town Clerk | Annually (May) |
| 1.6 | Pandemic.<br>Global health crisis (eg Covid 19) | Medium (2) | Medium (2) | 4 | Ensure good communication is cascaded. Review working from home issues.<br>Check suitable IT equipment is available.<br>Liaise with District. | 2 | Town Clerk | Annually (May) |

## 2. PLANNING

| Reference | Risk                                                               | Probability | Impact   | Risk Score | Policy                                                                                                                                                                                                                                                          |   | Owner               | Frequency of Review |
|-----------|--------------------------------------------------------------------|-------------|----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------|---------------------|
| 2.1       | Statutory /LDC Plans and Frameworks not met                        | Medium (2)  | Low (2)  | 4          | Maintain up to date references. Seek training where required. Monitor through Planning and Development Committee.                                                                                                                                               | 2 | Council. Town Clerk | Annual              |
| 2.2       | Town appearance, aesthetics etc. Neighbourhood impact degenerated. | Medium (2)  | High (4) | 8          | Maintain awareness of local environmental and infrastructure issues. Keep list of town assets and maintenance schedules up to date. Work with and report to other authorities. Monitor through reports from Councillors and public. BuRRT team reports defects. | 4 | Council. Town Clerk | Six Months.         |
| 2.3       | Conflict with other authorities                                    | Medium 2    | Medium 2 | 4          | Gather evidence and data to promote transparency. Regularly meet and liaise. Involve other authorities at early stage. Work with Parish Network, membership of SPCA                                                                                             | 2 | Council. Town Clerk | Six Months          |

|     |             |             |             |   |                                           |   |                        |            |
|-----|-------------|-------------|-------------|---|-------------------------------------------|---|------------------------|------------|
| 2.4 | Enforcement | Medium<br>3 | Medium<br>3 | 9 | Gather evidence and report appropriately. | 4 | Members.<br>Town Clerk | Six Months |
|-----|-------------|-------------|-------------|---|-------------------------------------------|---|------------------------|------------|

### 3. COMMUNITY SPACE & PARTNERSHIPS

| Reference | Risk                                                                                       | Probability | Impact      | Risk Score | Policy                                                                                                                                                  |   | Owner                            | Frequency of Review |
|-----------|--------------------------------------------------------------------------------------------|-------------|-------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------|---------------------|
| 3.1       | BTC infrastructure. Welcome Signs, Defib boxes, planters, bus shelters. – damaged or dirty | Low<br>2    | Low<br>2    | 4          | Inspect regularly. Take appropriate and timely action to repair or maintain                                                                             | 4 | Town Clerk                       | Quarterly           |
| 3.2       | Deterioration of other areas; litter, fly tipping, dog mess etc.                           | Medium<br>3 | Medium<br>3 | 9          | Support and work with local community organisations. Use grant schemes to help build capacity. Liaise with partners, collaborate with other authorities | 4 | Town Clerk                       | Quarterly           |
| 3.3       | Community Capacity, volunteers diminishing.                                                | Medium<br>3 | Medium<br>3 | 9          | Maintain good contacts and communications with voluntary organisations. Support through grants,                                                         | 4 | Chair.<br>Council.<br>Town Clerk | Quarterly           |

|  |  |  |  |  |                                                    |  |  |  |
|--|--|--|--|--|----------------------------------------------------|--|--|--|
|  |  |  |  |  | signposting. Offer visits from Chair to encourage. |  |  |  |
|--|--|--|--|--|----------------------------------------------------|--|--|--|

#### 4. DEMOCRACY

| Reference | Risk                            | Probability | Impact | Risk Score | Policy                                                                                                                                                                                                            |   | Owner                                        | Frequency of Review |
|-----------|---------------------------------|-------------|--------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------|---------------------|
| 4.1       | Compliance with Code of Conduct | Low         | High   | 8          | Signed acceptance of office to ensure members abide by the Code of Conduct.<br>Annual Review of Register of Members interest                                                                                      | 2 | Council.<br>Town Clerk                       | Annually<br>May     |
| 4.2       | Deficient Standing Orders       | Low         | Low    | 2          | Standing Orders reviewed by Policy & Performance Committee. Clerk review annually or if law changes. and advise full council of any changing circumstances or potential issues that have arisen. Advice from NALC | 2 | Council.<br>P&R Committee.<br>Town Clerk     | Annual              |
| 4.3       | Inaccurate Minutes              | Low         | Medium | 4          | Drafts sent to Clerk and then Chair. Reviewed and approved at meeting                                                                                                                                             | 2 | Chairs of Council & Committees<br>Town Clerk | On going            |
| 4.4       | Loss of Minutes                 | Low         | Medium | 4          | Electronic backup daily                                                                                                                                                                                           | 4 | Town Clerk                                   | On going            |
| 4.5       | Image and Reputation of Council | Medium      | High   | 8          | Ensure social media and website content is appealing and up to date. Engage with                                                                                                                                  | 4 | Council.<br>Town Clerk                       | Annual              |

|  |  |  |  |  |                                                                                                                            |  |  |  |
|--|--|--|--|--|----------------------------------------------------------------------------------------------------------------------------|--|--|--|
|  |  |  |  |  | community groups regularly. Members undertake monthly surgeries, as well as attend Markets giving opportunities to engage. |  |  |  |
|--|--|--|--|--|----------------------------------------------------------------------------------------------------------------------------|--|--|--|

## 5. OLD MINING COLLEGE, CHASE TERRACE COMMUNITY CENTRE AND CEMETERY

Specific Risk Assessment Held on File

| Reference | Risk                                           | Probability | Impact | Risk Score | Policy                                                                                                                                                                    |   | Owner       | Frequency of Review |
|-----------|------------------------------------------------|-------------|--------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------|---------------------|
| 5.1       | Health, Safety and Wellbeing                   | Low         | Medium | 4          | Specific day to day risk assessments are in place. First Aid kits checked regularly. List of qualified First Aiders maintained. Contract with SCC for advice and guidance | 4 | Town Clerk  | Monthly             |
| 5.2       | Excessive costs for maintenance, utilities etc | Medium      | Medium | 6          | Monitor costs, and seek best value.                                                                                                                                       | 4 | Town Clerk  | Annually            |
| 5.3       | Vacant Units at OMC, Room hire at CTCC         | Medium      | Low    | 4          | Use networks to promote business use of OMC                                                                                                                               | 2 | Town Clerk  | Annually            |
| 5.4       | Fire, burglary at OMC & CTCC                   | Low         | High   | 8          | Alarm and maintenance and insurance contracts in place. Fire Marshal appointed. Regular drills                                                                            | 4 | Town Clerk. | Annually            |

|     |                                                    |  |  |   |                                                                                          |   |            |          |
|-----|----------------------------------------------------|--|--|---|------------------------------------------------------------------------------------------|---|------------|----------|
|     |                                                    |  |  |   | and information available for staff and tenants.<br>CCTV installs at CTCC                |   |            |          |
| 5.5 | Chase Terrance Community Centre – misuse by hirers |  |  | 8 | Robust room hire agreement in place.<br>CCTV monitoring.<br>Insured against damage/ loss | 4 | Town Clerk | Annually |

## 6. COMMUNITY EVENTS

Specific Risk Assessments on file and review before each event.

| Reference | Risk                               | Probability | Impact | Risk Score | Policy                                                                                                                                                                                   |   | Owner                         | Frequency of Review |
|-----------|------------------------------------|-------------|--------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------|---------------------|
| 6.1       | Health, Safety Wellbeing           | Low         | Medium | 4          | Specific risks are assessed for each event and are held on file, and used to brief staff. A dynamic risk assessment is completed on the day to take into account factors such as weather | 4 | Town Clerk.<br>Events Manager | Annual              |
| 6.2       | Reputation. Expectation management | Low         | Medium | 4          | Good clear communications on all available channels.<br>Cost effective and review publicity.                                                                                             | 4 | Town Clerk                    | Quarterly           |

## 7. New and Emerging Risks

| Reference | Risk                                                 | Probability | Impact | Risk Score | Policy                                                                             |   | Owner      | Frequency of Review |
|-----------|------------------------------------------------------|-------------|--------|------------|------------------------------------------------------------------------------------|---|------------|---------------------|
| 7.1       | Cyber security breach (phishing attack / ransomware) | Medium      | Medium | 4          | IT policy in place. Awareness for staff / Cllrs. Support from IT service provider. | 4 | Town clerk | On going            |
| 7.2       | Failure to deliver major project                     | Low         | Medium | 4          | Close liaison with stakeholders, strong governance, clear business case            | 4 | Town Clerk | Quarterly           |

## Burntwood Town Council Data Audit

**Adopted: 20 May 2026**

**Review Date: May 2026** (or sooner should the law change)

**Responsible Officer: Town Clerk**

This data audit details what data the council holds, how it is used, the basis for its retention and security provision in place for the data.

### COUNCIL MEMBERS

| Personal Data Processed | Purpose of Processing | How Processed                                    | Lawful Basis     | How Stored                                                          | Security/Access             | Action Required                               |
|-------------------------|-----------------------|--------------------------------------------------|------------------|---------------------------------------------------------------------|-----------------------------|-----------------------------------------------|
| Register of interests   | Legal requirement     | Displayed on website; sent to monitoring officer | Legal Obligation | Electronically, password protected.<br><br>Paper in secure storage. | Clerk holds key / passwords | Ensure only holding current councillors' data |
| Contact information     | Admin of council      | Held by clerk for admin duties                   | Public Task      | Electronically, password protected.<br><br>Paper in secure storage. | Clerk holds key / passwords | Ensure only holding current councillors' data |

|                               |                              |                                     |                  |                                                                        |               |      |
|-------------------------------|------------------------------|-------------------------------------|------------------|------------------------------------------------------------------------|---------------|------|
| Councillors' names in minutes | Legal requirement            | Appears in minutes                  | Legal Obligation | Electronically and paper; publicly accessible on website, minute book. | Public access | None |
| Telephone numbers             | Communication with residents | Appear on Annual Report and website | Public Task      | Electronically; publicly accessible                                    | Public access | None |

#### EMPLOYEES

| Personal Data Processed     | Purpose of Processing | How Processed                | Lawful Basis     | How Stored                                                          | Security/Access | Action Required                                                                 |
|-----------------------------|-----------------------|------------------------------|------------------|---------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------|
| Personal details            | Legal obligation      | HMRC/pension, payroll        | Legal Obligation | Electronically, password protected.<br><br>Paper in secure storage. | Clerk holds key | Ensure former employees' data only retained for legislative maximum time        |
| Employment details/contract | Legal obligation      | Payroll                      | Legal Obligation | Electronically, password protected.<br><br>Paper in secure storage. | Clerk holds key | Ensure former employees' information only retained for legislative maximum time |
| Bank details                | Process payroll       | Input for electronic banking | Legal Obligation | Electronically, password protected.                                 | Clerk holds key | Ensure only holding current employees' data                                     |

|  |  |  |  |                          |  |  |
|--|--|--|--|--------------------------|--|--|
|  |  |  |  | Paper in secure storage. |  |  |
|--|--|--|--|--------------------------|--|--|

#### **ELECTORS / PARISHIONERS**

| <b>Personal Data Processed</b> | <b>Purpose of Processing</b>         | <b>How Processed</b>                                    | <b>Lawful Basis</b> | <b>How Stored</b>                                                                                      | <b>Security/Access</b>                         | <b>Action Required</b>                                               |
|--------------------------------|--------------------------------------|---------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------|
| E-mail addresses               | Communication with PC                | Used to communicate response                            | Public Task         | Stored until matter dealt with.<br>Electronically, password protected.<br><br>Paper in secure storage. | Electronically on password protected computer. | State what e-mail address will be used for in reply (Privacy Notice) |
| Letters - contact details      | Communication with PC                | Used to communicate response                            | Public Task         | Stored until matter dealt with,<br>Electronically, password protected.<br><br>Paper in secure storage. | Paper in locked storage; clerk holds key       | None                                                                 |
| Planning applications          | Statutory consultee/legal obligation | Used solely to aid response to Local Planning Authority | Public Task         | Not stored (accessed via planning portal)                                                              | Public access                                  | None                                                                 |
| Address and telephone number   | Communication with PC                | Used to communicate                                     | Public Task         | Stored until matter dealt with,<br>Electronically, password protected.                                 | Electronically on password protected computer  | None                                                                 |

|  |  |  |  |                          |  |  |
|--|--|--|--|--------------------------|--|--|
|  |  |  |  | Paper in secure storage. |  |  |
|--|--|--|--|--------------------------|--|--|

## DONATIONS

| Personal Data Processed  | Purpose of Processing                 | How Processed                                    | Lawful Basis | How Stored                                                          | Security/Access             | Action Required |
|--------------------------|---------------------------------------|--------------------------------------------------|--------------|---------------------------------------------------------------------|-----------------------------|-----------------|
| Names, addresses, e-mail | Processing donation by parish council | Used to respond to and process grant application | Public Task  | Electronically, password protected.<br><br>Paper in secure storage. | Clerk holds key / passwords | None            |

## CONTRACTS & FINANCE

| Personal Data Processed            | Purpose of Processing                              | How Processed                                      | Lawful Basis          | How Stored                                                                                                                | Security/Access | Action Required                                    |
|------------------------------------|----------------------------------------------------|----------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------|
| Names, addresses, e-mail           | Correspond with contractor and administer contract | Correspond with contractor and administer contract | Contractual necessity | Held in line with statutory requirements and retention policy; paper in locked cabinet; electronically password protected | Clerk holds key | None                                               |
| Supplier and Customer Bank Details | Financial transactions                             | Used in banking and financial software.            | Contractual necessity | Held in line with statutory requirements and retention                                                                    | Clerk holds key | Redact invoices if required for public inspection. |

|  |  |  |  |                                                                    |  |  |
|--|--|--|--|--------------------------------------------------------------------|--|--|
|  |  |  |  | policy; paper in locked cabinet; electronically password protected |  |  |
|--|--|--|--|--------------------------------------------------------------------|--|--|

**CUSTOMERS (Events/Community centre, etc...)**

| <b>Personal Data Processed</b>          | <b>Purpose of Processing</b>                       | <b>How Processed</b>                               | <b>Lawful Basis</b>   | <b>How Stored</b>                                                                                                         | <b>Security/Access</b> | <b>Action Required</b> |
|-----------------------------------------|----------------------------------------------------|----------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|
| Names, addresses, e-mail. Payment data. | Correspond with contractor and administer contract | Correspond with contractor and administer contract | Contractual necessity | Held in line with statutory requirements and retention policy; paper in locked cabinet; electronically password protected | Clerk holds key        | None                   |

# Burntwood Town Council

## Wednesday 20 May 2026

### **Annual Governance and Accountability Return for financial year 2025/26 including Internal Auditor's Report, Annual Governance Statement and Statement of Accounts**

#### **1.0 Purpose of Report**

1.1 To seek approval and signature of the Annual Governance and Accountability Return (AGAR) for 2025/26 including completion of the Annual Governance Statement. Also to update the Town Council on income and expenditure during 2025/26 and its assets and liabilities at the end of the last financial year on 31<sup>st</sup> March 2026.

#### **2.0 Background**

2.1 All smaller authorities are required to complete an Annual Governance and Accountability Return at the end of each financial year and to publish certain information on their website. Intermediate authorities (those with either gross income or gross expenditure exceeding £25,000) are required to complete the Form 3 version of the return and to approve and submit it to the External Auditor, Forvus Mazars, by 30<sup>th</sup> June. The AGAR (**Enclosure No. 8B**) includes a report by the Internal Auditor, an Annual Governance Statement (AGS), which must be completed by the Town Council and the Accounting Statements, completed by the Responsible Financial Officer. The AGAR also includes a final page which will be completed and returned by the External Auditor with its assessment as to whether the Council has satisfied legislative and regulatory requirements during the financial year.

2.2 For 2025/26 a new Assertion 10 was added to the AGS to explicitly require that the Council has put in place arrangements for effective IT and data management in accordance with proper practices. As a result, the Internal Auditor is now required to assess an additional objective O – that the authority has complied with laws, regulations and proper practices relating to digital and data compliance.

#### **3.0 Internal Auditor's Report**

3.1 The Internal Auditor, Black Rose Solutions Ltd (Sandie Morris), is required to complete the Annual Internal Audit Report (page 3 of the AGAR). She also supplied a more detailed report after her year-end audit on 1<sup>st</sup> May, which will be presented to the next meeting of the Policy and Resources Committee, to consider in more detail. Her covering letter (**Enclosure No. 8C**) says 'I can state that I found no material errors, omissions or irregularities in your financial records and I have no significant concerns about your internal control procedures'.

3.2 Last year she ticked 'No' to Internal Control Objective H - *Asset and investments registers were complete and accurate and properly maintained*. Work has been carried out since then to bring the asset register up to date with all recent additions and disposals, including those at Chase Terrace Community Centre and checking the coverage. This updated register has been used to calculate a valuation of fixed assets for the AGAR (box 9 of the Accounting Statements), based on audit recommendations to use purchase price except for land, community assets and donated items, which are valued at £1. Also, following the Council's

approval of a new Asset Management policy in July 2025, the principle of including only other assets individually valued at £250 and over was adopted for the AGAR valuation. As a result, the fixed asset value for 2024/25 has been restated on the new basis.

3.3 The Internal Auditor has ticked 'Yes' for the new Objective O, with the main requirements met – for instance use of gov.uk email addresses, a published Data Protection policy, an up-to-date IT policy and an up-to-date Website Accessibility statement. However, some aspects of best practice such as annual review of these policies, regular testing of website accessibility and a regular data audit need to be carried out in future.

#### **4.0 Annual Governance Statement**

4.1 The Annual Governance Statement (AGS) consists of 10 statements which seek to assure that various aspects of a sound system of internal control were in place during the financial year. The Council needs to consider them individually and answer 'Yes' or 'No' to each, taking account of the comments of the Internal Auditor.

4.2 As the Internal Auditor has ticked 'Yes' to all objectives on her page, the Council is advised that it should be able to answer 'Yes' to all the statements.

4.3 The additional evidence requested from Intermediate Authorities by the External Auditor for 2025/26 can be supplied without issue. These are copies of year-end bank statements to support the balances on the bank reconciliation (re Assertion 1 – Financial Management), evidence of the audited 2024/25 AGAR and completion notice on the website (re Assertion 4 – Elector's Rights) and evidence of the Council's consideration of the 2024/25 external auditor's report, there being no qualifications to address then (re Assertion 7 – Action of Audit Reports).

#### **5.0 Accounting Statements**

5.1 The Accounting Statements include high level figures completed on an 'Income and Expenditure' accounting basis. More detail on the end of year financial position is shown in the reports that follow. The Statements need to be approved by Council and signed by the Chair, having already been signed by the Finance Officer.

#### **6.0 Income, Expenditure and Balances**

6.1 Income and expenditure compared to the annual budget were previously reported to Council in September, November and March, after 4, 7 and 10 months of the financial year respectively. The first table (**Enclosure No. 8D**) updates the figures to the end of March and also includes various year-end accounting adjustments. The actual figures, the annual budget and the % of budget spent (or % of budgeted income received) are shown for each budget item and cost centre.

6.2 The annual accounts on an 'Income and expenditure' basis include adjustments which accrue income and expenditure to the financial year to which they relate. Thus, for example, expenditure already incurred for this year's Wakes is not shown under Events in this final 2025/26 report but as an asset (prepayment) on the Balance Sheet (because the event takes place, and the services will be provided, during the 2026/27 financial year). Similarly Wakes stall fees and Traffic Island sponsorship invoiced or received before the end of March are treated as a liability (receipts in advance) as the services have still to be provided. Also, a significant number of invoices were raised during 2025/26 for bookings at Chase Terrace Community Centre (CTCC) which will take place later in the year and so these are also treated as liabilities at end March.

6.3 Total income for 2025/26 was £614,935, which was 17% (£91,278) higher than the budget of £523,657. However, this income included £65,574 of CIL money, which can only be used for certain projects and so has been added to an earmarked reserve. If the precept and the CIL money are excluded, then all other income was £25,704 or 20% higher than budget. This was due to higher than budgeted 2025 Wakes income from sponsorship and advertising, cemetery fees and CTCC bookings and, to a lesser extent, traffic island sponsorship and OMC room hire. Conversely, income from the OMC business units proved to be slightly lower than budget at 97.5%.

6.4 Total expenditure was £582,272, which was 11% (£58,615) higher than the budget of £523,657. However, £45,132 was spent on the CTCC redevelopment project, which was not included in the budget. All other expenditure was about 2.6% (£13,483) above budget.

6.5 Overall, income exceeded expenditure and total assets on the Balance Sheet at year end (**Enclosure No. 8E**) increased to £618,079. These consisted of £137,952 (22%) in General Reserves and £480,127 (78%) in Earmarked Reserves. These figures are reflected in the Accounting Statements in the AGAR (box 7). The levels of Earmarked Reserves reflect the movements into and out of the various reserves at year end, using the principles approved at March Town Council. The level of General Reserves at year end is lower than at the end of 2024/25, largely because they were used to cover 20% of the spend on the redevelopment works at CTCC.

## **7.0 Exercise of Public Rights**

7.1 There is a statutory requirement for all councils to provide local electors and other interested parties with the opportunity to inspect the AGAR and supporting documentation. A notice must be published on the Council's website exactly one day before the required 30 working day inspection period commences and the chosen period must include the first 10 working days of July. In addition, the AGAR must be published as soon as possible after approval, subject to meeting the preceding conditions. The Council is therefore advised that, subject to approval of the AGAR at this meeting, the Notice for the Exercise of Public Rights will be published on Tuesday 2<sup>nd</sup> June for an inspection period starting Wednesday 3<sup>rd</sup> June and ending on Tuesday 14<sup>th</sup> July.

## **8.0 Legal context**

8.1 The Accounts and Audit Regulations require effective financial management by smaller authorities, which includes monitoring performance against budget during the year. They also require the completion of the AGAR and its submission for external audit by end June, together with certain additional information, and the publication of various information on the Town Council's website. In addition, the public must be given the opportunity to inspect the AGAR and supporting information for a specified period.

## **9.0 Recommendations**

9.1 The Town Council is asked to:

9.1.1 Note the satisfactory overall assessment of the Internal Auditor in her year-end letter.

9.1.2 Recommend that the Internal Auditor's Report be considered in more detail by the Policy and Resources Committee at its next meeting.

9.1.3 Complete the Annual Governance Statement with suggested answers of 'Yes' to all statements, in line with the Internal Auditor's report and approve its signature by the Chair and the Town Clerk.

9.1.4 Approve the Accounting Statements for signature by the Chair.

9.1.5 Approve the Income and Expenditure and Balance Sheet reports for 2025/26.

9.1.6 Note the chosen period for the Exercise of Public Rights.

9.1.7 Note the appointment of Black Rose Solutions Ltd as Internal Auditor for the financial year 2026/27 (under the ongoing fixed price agreement recommended by the Policy and Resources Committee and ratified by Council at its March 2025 meeting).

**Contact Officer**

Alison James

Finance Officer

[alison.james@burntwood-tc.gov.uk](mailto:alison.james@burntwood-tc.gov.uk)

01543 677166

# Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
  2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
    - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
    - **Sections 1 and 2** must be completed and approved by the authority.
    - **Section 3** is completed by the external auditor and will be returned to the authority.
  3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
  4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
    - the Annual Governance and Accountability Return Sections 1 and 2, together with
    - a bank reconciliation as at 31 March 2026
    - an explanation of any significant year on year variances in the accounting statements
    - notification of the commencement date of the period for the exercise of public rights
    - Annual Internal Audit Report 2025/26Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.
- Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

| Completion checklist – 'No' answers mean you may not have met requirements |                                                                                                                                                                                    | Yes | No |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| All sections                                                               | Have all highlighted boxes have been completed?                                                                                                                                    |     |    |
|                                                                            | Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?                |     |    |
| Internal Audit Report                                                      | Have all highlighted boxes been completed by the internal auditor and explanations provided?                                                                                       |     |    |
| Section 1                                                                  | For any statement to which the response is 'no', has an explanation been published?                                                                                                |     |    |
| Section 2                                                                  | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?                                                          |     |    |
|                                                                            | Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?                                                    |     |    |
|                                                                            | Has an explanation of significant variations been published where required?                                                                                                        |     |    |
|                                                                            | Has the bank reconciliation as at <b>31 March 2026</b> been reconciled to Box 8?                                                                                                   |     |    |
|                                                                            | Has an explanation of any difference between Box 7 and Box 8 been provided?                                                                                                        |     |    |
| Sections 1 and 2                                                           | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested. |     |    |

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2025/26

## BURNTWOOD TOWN COUNCIL

burntwood-tc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective                                                                                                                                                                                                                                                                                                                                   | Yes | No* | Not covered**  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                                                                     | ✓   |     |                |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                                                                        | ✓   |     |                |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                                                                      | ✓   |     |                |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                                                                         | ✓   |     |                |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                                                                                                                                                                              | ✓   |     |                |
| F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.                                                                                                                                                                                                                                 | ✓   |     |                |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                                                                                                                                                                              | ✓   |     |                |
| H. Asset and investments registers were complete and accurate and properly maintained.                                                                                                                                                                                                                                                                       | ✓   |     |                |
| I. Periodic bank account reconciliations were properly carried out during the year.                                                                                                                                                                                                                                                                          | ✓   |     |                |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                                 | ✓   |     |                |
| K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")                                                                                                      |     |     | ✓              |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.                                                                                                                                                                                           | ✓   |     |                |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓   |     |                |
| N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).                                                                                                                                                                                                                                           | ✓   |     |                |
| O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.                                                                                                                                                                                                                                             | ✓   |     |                |
| P. (For local councils only)                                                                                                                                                                                                                                                                                                                                 | Yes | No  | Not applicable |
| Trust funds (including charitable) – The council met its responsibilities as a trustee.                                                                                                                                                                                                                                                                      |     |     | ✓              |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

28/01/2026

01/05/2026

S Morris ACMA

Signature of person who carried out the internal audit



Date

11/05/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

### BURNTWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

|                                                                                                                                                                                                                                                                          | Agreed |     |                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                          | Yes    | No* |                                                                                                                                                                                                |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.                                                                                                                           |        |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>                                                                                               |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.                                                                                                           |        |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>                                                                     |
| 3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. |        |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>                                                                                     |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.                                                                                                        |        |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>                                                               |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.                                                     |        |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>                                                                                          |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.                                                                                                                                   |        |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.                                                                                                                                                                         |        |     | <i>responded to matters brought to its attention by internal and external audit.</i>                                                                                                           |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.           |        |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>                                           |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.  | Yes    | No  | N/A                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                          |        |     | ✓                                                                                                                                                                                              |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.                                                                                                                         |        |     | <i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>                                                                       |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

burntwood-tc.gov.uk

## Section 2 – Accounting Statements 2025/26 for

### BURNTWOOD TOWN COUNCIL

|                                                             | Year ending           |                       | Notes and guidance                                                                                                                                                                                      |
|-------------------------------------------------------------|-----------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | 31 March<br>2025<br>£ | 31 March<br>2026<br>£ |                                                                                                                                                                                                         |
| 1. Balances brought forward                                 | 545,544               | 585,416               | Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.                                                       |
| 2. (+) Precept or Rates and Levies                          | 385,542               | 396,939               | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                 |
| 3. (+) Total other receipts                                 | 317,952               | 217,996               | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.                                                                   |
| 4. (-) Staff costs                                          | 250,113               | 272,200               | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments                     | 0                     | 0                     | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).                                                                                      |
| 6. (-) All other payments                                   | 413,509               | 310,072               | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).                                                                     |
| 7. (=) Balances carried forward                             | 585,416               | 618,079               | Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).                                                                                                                |
| 8. Total value of cash and short term investments           | 539,070               | 621,234               | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                                              |
| 9. Total fixed assets plus long term investments and assets | 526,475               | 530,784               | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.                                                                      |
| 10. Total borrowings                                        | 0                     | 0                     | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).                                                                                                        |

| For Local Councils Only                                                              | Yes                                 | No                       |                                                                       |
|--------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-----------------------------------------------------------------------|
| 11 Do the figures in the accounting statements above exclude any trust transactions? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | For guidance refer to the Practitioners' Guide sections 2.31 to 2.33. |

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

*A. James*

Date

13/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

BURNTWOOD TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2025/26

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date



Black Rose Solutions Limited

74 Leacroft Road  
Penkridge  
Staffs  
ST19 5BU  
0781 321 7576

[sandie.morris@blackrosesolutions.co.uk](mailto:sandie.morris@blackrosesolutions.co.uk)

11<sup>th</sup> May 2026

Dear Alison,

**Burntwood Town Council – Internal Audit 2025/26**

I confirm that I have carried out an examination of your accounts and procedures, in line with the Practitioners Guide 2025 and in accordance with the requirements of the Accounts and Audit Regulations 2015.

I can state that I found no material errors, omissions or irregularities in your financial records and I have no significant concerns about your internal control procedures.

Please refer to the enclosed report for further details of the audit work covered.

I would also confirm that I am totally independent of your Council and have no contact with any Member or employee.

Yours sincerely,

*S Morris*

Mrs Sandra Morris ACMA

Enc  
Full Internal Audit Report

Comments marked **REC** denote an issue recommended for action as it may affect the Internal Audit response on the AGAR (Annual Governance and Accounting Return).

Comments marked **note** are included for reference or information.

Items referenced **FR** – relates to clause in the council's financial regulations.

Items reference **PG** – relates to a clause in the practitioners Guide.

Items reference **TBC** – to be reviewed at the final visit

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Cost Centre Report

|                                    |                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|------------------------------------|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>100 Corporate</b>               |                                       |                     |                        |                       |                          |                          |                    |               |                         |
| 1176                               | Precept                               | 385,542             | 396,939                | 396,939               | 0                        |                          |                    | 100.0%        |                         |
| 1199                               | CCLA Interest                         | 13,827              | 11,655                 | 11,400                | (255)                    |                          |                    | 102.2%        |                         |
| 1205                               | Bank Account Interest                 | 1,247               | 1,044                  | 800                   | (244)                    |                          |                    | 130.5%        |                         |
| 1206                               | CIL income                            | 3,199               | 65,574                 | 0                     | (65,574)                 |                          |                    | 0.0%          | 65,574                  |
|                                    | Corporate :- Income                   | <b>403,816</b>      | <b>475,213</b>         | <b>409,139</b>        | <b>(66,074)</b>          |                          |                    | <b>116.1%</b> | <b>65,574</b>           |
| 4998                               | CIL expenditure                       | 20,342              | 569                    | 0                     | (569)                    |                          | (569)              | 0.0%          | 569                     |
|                                    | Corporate :- Indirect Expenditure     | <b>20,342</b>       | <b>569</b>             | <b>0</b>              | <b>(569)</b>             | <b>0</b>                 | <b>(569)</b>       |               | <b>569</b>              |
|                                    | <b>Net Income over Expenditure</b>    | <b>383,474</b>      | <b>474,644</b>         | <b>409,139</b>        | <b>(65,505)</b>          |                          |                    |               |                         |
| 6000                               | plus Transfer from EMR                | 20,342              | 569                    | 0                     | (569)                    |                          |                    |               |                         |
| 6001                               | less Transfer to EMR                  | 3,199               | 65,574                 | 0                     | (65,574)                 |                          |                    |               |                         |
|                                    | <b>Movement to/(from) Gen Reserve</b> | <b>400,617</b>      | <b>409,638</b>         | <b>409,139</b>        | <b>(499)</b>             |                          |                    |               |                         |
| <b>104 OMCC</b>                    |                                       |                     |                        |                       |                          |                          |                    |               |                         |
| 1025                               | Sundry Income                         | 394                 | 213                    | 50                    | (163)                    |                          |                    | 425.5%        |                         |
| 1070                               | OMCC: Unit Rents                      | 30,448              | 30,406                 | 31,261                | 855                      |                          |                    | 97.3%         |                         |
| 1071                               | OMCC: Unit Service Charges            | 29,729              | 30,757                 | 31,557                | 800                      |                          |                    | 97.5%         |                         |
| 1072                               | OMCC: Room Hire                       | 2,943               | 3,819                  | 2,000                 | (1,819)                  |                          |                    | 190.9%        |                         |
|                                    | OMCC :- Income                        | <b>63,514</b>       | <b>65,195</b>          | <b>64,868</b>         | <b>(327)</b>             |                          |                    | <b>100.5%</b> | <b>0</b>                |
| 4019                               | Employee costs                        | 27,671              | 31,549                 | 29,622                | (1,927)                  |                          | (1,927)            | 106.5%        |                         |
| 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              | 12,218                 | 17,000                | 4,782                    |                          | 4,782              | 71.9%         |                         |
| 4056                               | Building & Grounds Maintenance        | 11,064              | 18,203                 | 13,500                | (4,703)                  |                          | (4,703)            | 134.8%        |                         |
| 4059                               | Other Supplies and Services           | 3,083               | 4,010                  | 4,000                 | (10)                     |                          | (10)               | 100.3%        |                         |
|                                    | OMCC :- Indirect Expenditure          | <b>65,935</b>       | <b>75,616</b>          | <b>74,347</b>         | <b>(1,269)</b>           | <b>0</b>                 | <b>(1,269)</b>     | <b>101.7%</b> | <b>0</b>                |
|                                    | <b>Net Income over Expenditure</b>    | <b>(2,421)</b>      | <b>(10,421)</b>        | <b>(9,479)</b>        | <b>942</b>               |                          |                    |               |                         |
| <b>105 Transport</b>               |                                       |                     |                        |                       |                          |                          |                    |               |                         |
| 4064                               | Members Travel Expenses               | 0                   | 0                      | 150                   | 150                      |                          | 150                | 0.0%          |                         |
|                                    | Transport :- Indirect Expenditure     | <b>0</b>            | <b>0</b>               | <b>150</b>            | <b>150</b>               | <b>0</b>                 | <b>150</b>         | <b>0.0%</b>   | <b>0</b>                |
|                                    | <b>Net Expenditure</b>                | <b>0</b>            | <b>0</b>               | <b>(150)</b>          | <b>(150)</b>             |                          |                    |               |                         |
| <b>107 Supplies &amp; Services</b> |                                       |                     |                        |                       |                          |                          |                    |               |                         |
| 4019                               | Employee costs                        | 218,366             | 236,412                | 234,405               | (2,007)                  |                          | (2,007)            | 100.9%        |                         |
| 4057                               | Telephones & Broadband                | 2,631               | 2,691                  | 2,700                 | 9                        |                          | 9                  | 99.7%         |                         |

AGENDA ITEM 14 - ENCLOSURE NO. 8D

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Cost Centre Report

|                                                  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4059 Other Supplies and Services                 | 1,482               | 761                    | 1,500                 | 739                      |                          | 739                | 50.7%        |                         |
| 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              | 11,587                 | 11,000                | (587)                    |                          | (587)              | 105.3%       |                         |
| 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               | 1,751                  | 2,433                 | 682                      |                          | 682                | 72.0%        |                         |
| 4212 Training & conferences                      | 490                 | 1,383                  | 2,000                 | 617                      |                          | 617                | 69.2%        |                         |
| 4220 Bank Charges                                | 233                 | 275                    | 280                   | 5                        |                          | 5                  | 98.2%        |                         |
| 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      | <b>248,861</b>      | <b>267,303</b>         | <b>269,018</b>        | <b>1,715</b>             | <b>0</b>                 | <b>1,715</b>       | <b>99.4%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                           | <b>(248,861)</b>    | <b>(267,303)</b>       | <b>(269,018)</b>      | <b>(1,715)</b>           |                          |                    |              |                         |
| <u>108 Communications</u>                        |                     |                        |                       |                          |                          |                    |              |                         |
| 4171 All communications                          | 5,261               | 8,100                  | 8,500                 | 400                      |                          | 400                | 95.3%        |                         |
| Communications :- Indirect Expenditure           | <b>5,261</b>        | <b>8,100</b>           | <b>8,500</b>          | <b>400</b>               | <b>0</b>                 | <b>400</b>         | <b>95.3%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                           | <b>(5,261)</b>      | <b>(8,100)</b>         | <b>(8,500)</b>        | <b>(400)</b>             |                          |                    |              |                         |
| <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          | <b>1,314</b>        | <b>1,235</b>           | <b>1,650</b>          | <b>415</b>               | <b>0</b>                 | <b>415</b>         | <b>74.9%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                           | <b>(1,314)</b>      | <b>(1,235)</b>         | <b>(1,650)</b>        | <b>(415)</b>             |                          |                    |              |                         |
| <u>202 Bus Shelters</u>                          |                     |                        |                       |                          |                          |                    |              |                         |
| 4241 Maintenance                                 | 91                  | 177                    | 1,000                 | 823                      |                          | 823                | 17.7%        |                         |
| Bus Shelters :- Indirect Expenditure             | <b>91</b>           | <b>177</b>             | <b>1,000</b>          | <b>823</b>               | <b>0</b>                 | <b>823</b>         | <b>17.7%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                           | <b>(91)</b>         | <b>(177)</b>           | <b>(1,000)</b>        | <b>(823)</b>             |                          |                    |              |                         |
| <u>203 Christmas Lights &amp; Trees</u>          |                     |                        |                       |                          |                          |                    |              |                         |
| 4260 General Expenses                            | 3,418               | 4,271                  | 5,000                 | 729                      |                          | 729                | 85.4%        |                         |
| Christmas Lights & Trees :- Indirect Expenditure | <b>3,418</b>        | <b>4,271</b>           | <b>5,000</b>          | <b>729</b>               | <b>0</b>                 | <b>729</b>         | <b>85.4%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                           | <b>(3,418)</b>      | <b>(4,271)</b>         | <b>(5,000)</b>        | <b>(729)</b>             |                          |                    |              |                         |

AGENDA ITEM 14 - ENCLOSURE NO. 8D

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Cost Centre Report

|                                                    | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|----------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| <b>205 Traffic Islands</b>                         |                     |                        |                       |                          |                          |                    |                |                         |
| 1030 Traffic Islands: Sponsorship                  | 7,284               | 8,000                  | 7,050                 | (950)                    |                          |                    | 113.5%         |                         |
| Traffic Islands :- Income                          | <b>7,284</b>        | <b>8,000</b>           | <b>7,050</b>          | <b>(950)</b>             |                          |                    | <b>113.5%</b>  | <b>0</b>                |
| 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            | <b>8,816</b>        | <b>8,344</b>           | <b>8,955</b>          | <b>611</b>               | <b>0</b>                 | <b>611</b>         | <b>93.2%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>(1,532)</b>      | <b>(344)</b>           | <b>(1,905)</b>        | <b>(1,561)</b>           |                          |                    |                |                         |
| <b>206 Brighter Burntwood</b>                      |                     |                        |                       |                          |                          |                    |                |                         |
| 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         | <b>2,569</b>        | <b>7,581</b>           | <b>4,500</b>          | <b>(3,081)</b>           | <b>0</b>                 | <b>(3,081)</b>     | <b>168.5%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(2,569)</b>      | <b>(7,581)</b>         | <b>(4,500)</b>        | <b>3,081</b>             |                          |                    |                |                         |
| <b>207 Flagpole</b>                                |                     |                        |                       |                          |                          |                    |                |                         |
| 1025 Sundry Income                                 | 980                 | 0                      | 0                     | 0                        |                          |                    | 0.0%           |                         |
| Flagpole :- Income                                 | <b>980</b>          | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |                | <b>0</b>                |
| 4241 Maintenance                                   | 12                  | 0                      | 500                   | 500                      |                          | 500                | 0.0%           |                         |
| Flagpole :- Indirect Expenditure                   | <b>12</b>           | <b>0</b>               | <b>500</b>            | <b>500</b>               | <b>0</b>                 | <b>500</b>         |                | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>968</b>          | <b>0</b>               | <b>(500)</b>          | <b>(500)</b>             |                          |                    |                |                         |
| <b>209 Coulter Lane Burial Ground</b>              |                     |                        |                       |                          |                          |                    |                |                         |
| 4241 Maintenance                                   | 1,948               | 21,429                 | 2,100                 | (19,329)                 |                          | (19,329)           | 1020.4%        | 15,500                  |
| Coulter Lane Burial Ground :- Indirect Expenditure | <b>1,948</b>        | <b>21,429</b>          | <b>2,100</b>          | <b>(19,329)</b>          | <b>0</b>                 | <b>(19,329)</b>    | <b>1020.4%</b> | <b>15,500</b>           |
| <b>Net Expenditure</b>                             | <b>(1,948)</b>      | <b>(21,429)</b>        | <b>(2,100)</b>        | <b>19,329</b>            |                          |                    |                |                         |
| 6000 plus Transfer from EMR                        | 0                   | 15,500                 | 0                     | (15,500)                 |                          |                    |                |                         |
| <b>Movement to/(from) Gen Reserve</b>              | <b>(1,948)</b>      | <b>(5,929)</b>         | <b>(2,100)</b>        | <b>3,829</b>             |                          |                    |                |                         |
| <b>211 Burntwood Town Strategy</b>                 |                     |                        |                       |                          |                          |                    |                |                         |
| 4754 BTS Projects                                  | 1,292               | 43                     | 0                     | (43)                     |                          | (43)               | 0.0%           |                         |
| Burntwood Town Strategy :- Indirect Expenditure    | <b>1,292</b>        | <b>43</b>              | <b>0</b>              | <b>(43)</b>              | <b>0</b>                 | <b>(43)</b>        |                | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(1,292)</b>      | <b>(43)</b>            | <b>0</b>              | <b>43</b>                |                          |                    |                |                         |
| 6000 plus Transfer from EMR                        | 1,292               | 0                      | 0                     | 0                        |                          |                    |                |                         |
| <b>Movement to/(from) Gen Reserve</b>              | <b>0</b>            | <b>(43)</b>            | <b>0</b>              | <b>43</b>                |                          |                    |                |                         |

AGENDA ITEM 14 - ENCLOSURE NO. 8D

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Cost Centre Report

|                                                | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>212 Response &amp; Repair Team</b>          |                     |                        |                       |                          |                          |                    |               |                         |
| 4766 Community repairs - materials             | 725                 | 1,010                  | 2,000                 | 990                      |                          | 990                | 50.5%         |                         |
| 4767 BURRT vehicle costs                       | 2,639               | 1,807                  | 4,500                 | 2,693                    |                          | 2,693              | 40.2%         |                         |
| Response & Repair Team :- Indirect Expenditure | <b>3,364</b>        | <b>2,817</b>           | <b>6,500</b>          | <b>3,683</b>             | <b>0</b>                 | <b>3,683</b>       | <b>43.3%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>(3,364)</b>      | <b>(2,817)</b>         | <b>(6,500)</b>        | <b>(3,683)</b>           |                          |                    |               |                         |
| <b>213 Community Events</b>                    |                     |                        |                       |                          |                          |                    |               |                         |
| 1090 Wakes - Pitch Fees                        | 570                 | 570                    | 400                   | (170)                    |                          |                    | 142.5%        |                         |
| 1100 Wakes Other Income                        | 9,547               | 9,907                  | 1,500                 | (8,407)                  |                          |                    | 660.4%        |                         |
| 1101 Christmas                                 | 325                 | 365                    | 0                     | (365)                    |                          |                    | 0.0%          |                         |
| 1102 Play in the Parks                         | 3,380               | 2,917                  | 2,600                 | (317)                    |                          |                    | 112.2%        |                         |
| Community Events :- Income                     | <b>13,822</b>       | <b>13,758</b>          | <b>4,500</b>          | <b>(9,258)</b>           |                          |                    | <b>305.7%</b> | <b>0</b>                |
| 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              | 24,609                 | 0                     | (24,609)                 |                          | (24,609)           | 0.0%          |                         |
| 4398 Markets                                   | 8,377               | 7,351                  | 9,000                 | 1,649                    |                          | 1,649              | 81.7%         |                         |
| 4761 Play in the Parks                         | 10,340              | 9,697                  | 0                     | (9,697)                  |                          | (9,697)            | 0.0%          |                         |
| Community Events :- Indirect Expenditure       | <b>50,327</b>       | <b>52,497</b>          | <b>51,372</b>         | <b>(1,125)</b>           | <b>0</b>                 | <b>(1,125)</b>     | <b>102.2%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>             | <b>(36,505)</b>     | <b>(38,739)</b>        | <b>(46,872)</b>       | <b>(8,133)</b>           |                          |                    |               |                         |
| <b>214 Community Development</b>               |                     |                        |                       |                          |                          |                    |               |                         |
| 1025 Sundry Income                             | 1,220               | 1,400                  | 0                     | (1,400)                  |                          |                    | 0.0%          |                         |
| Community Development :- Income                | <b>1,220</b>        | <b>1,400</b>           | <b>0</b>              | <b>(1,400)</b>           |                          |                    |               | <b>0</b>                |
| 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  | <b>8,725</b>        | <b>7,283</b>           | <b>10,000</b>         | <b>2,717</b>             | <b>0</b>                 | <b>2,717</b>       | <b>72.8%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>             | <b>(7,505)</b>      | <b>(5,883)</b>         | <b>(10,000)</b>       | <b>(4,117)</b>           |                          |                    |               |                         |
| <b>215 SCAMP</b>                               |                     |                        |                       |                          |                          |                    |               |                         |
| 4550 SCAMP: Maintenance                        | 32                  | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| SCAMP :- Indirect Expenditure                  | <b>32</b>           | <b>0</b>               | <b>250</b>            | <b>250</b>               | <b>0</b>                 | <b>250</b>         | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>(32)</b>         | <b>0</b>               | <b>(250)</b>          | <b>(250)</b>             |                          |                    |               |                         |
| <b>301 Civic Expenses</b>                      |                     |                        |                       |                          |                          |                    |               |                         |
| 1062 Fundraising                               | 641                 | 0                      | 0                     | 0                        |                          |                    | 0.0%          |                         |
| Civic Expenses :- Income                       | <b>641</b>          | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |               | <b>0</b>                |

AGENDA ITEM 14 - ENCLOSURE NO. 8D

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Cost Centre Report

|                                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-------------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4360 Chair's Expenses                                 | 0                   | 0                      | 60                    | 60                       |                          | 60                 | 0.0%          |                         |
| 4361 General Expenses                                 | 127                 | 93                     | 250                   | 157                      |                          | 157                | 37.3%         |                         |
| 4368 Fundraising - Exps/Distribn                      | 869                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| Civic Expenses :- Indirect Expenditure                | <b>996</b>          | <b>93</b>              | <b>310</b>            | <b>217</b>               | <b>0</b>                 | <b>217</b>         | <b>30.1%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                    | <b>(355)</b>        | <b>(93)</b>            | <b>(310)</b>          | <b>(217)</b>             |                          |                    |               |                         |
| 6000 plus Transfer from EMR                           | 272                 | 0                      | 0                     | 0                        |                          |                    |               |                         |
| 6001 less Transfer to EMR                             | 44                  | 0                      | 0                     | 0                        |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>(127)</b>        | <b>(93)</b>            | <b>(310)</b>          | <b>(217)</b>             |                          |                    |               |                         |
| <u>302 Better Burntwood incl. grants</u>              |                     |                        |                       |                          |                          |                    |               |                         |
| 4416 Better Burntwood expenditure                     | 27,151              | 25,283                 | 27,000                | 1,717                    |                          | 1,717              | 93.6%         |                         |
| 4760 S Sutton Bursary/Youth award                     | 2,000               | 2,000                  | 2,000                 | 0                        |                          | 0                  | 100.0%        |                         |
| Better Burntwood incl. grants :- Indirect Expenditure | <b>29,151</b>       | <b>27,283</b>          | <b>29,000</b>         | <b>1,717</b>             | <b>0</b>                 | <b>1,717</b>       | <b>94.1%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                                | <b>(29,151)</b>     | <b>(27,283)</b>        | <b>(29,000)</b>       | <b>(1,717)</b>           |                          |                    |               |                         |
| 6000 plus Transfer from EMR                           | 1,000               | 0                      | 0                     | 0                        |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>(28,151)</b>     | <b>(27,283)</b>        | <b>(29,000)</b>       | <b>(1,717)</b>           |                          |                    |               |                         |
| <u>310 Election Expenses</u>                          |                     |                        |                       |                          |                          |                    |               |                         |
| 4701 Election Expenses                                | 0                   | 0                      | 10,600                | 10,600                   |                          | 10,600             | 0.0%          |                         |
| Election Expenses :- Indirect Expenditure             | <b>0</b>            | <b>0</b>               | <b>10,600</b>         | <b>10,600</b>            | <b>0</b>                 | <b>10,600</b>      | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                                | <b>0</b>            | <b>0</b>               | <b>(10,600)</b>       | <b>(10,600)</b>          |                          |                    |               |                         |
| <u>401 Burntwood Cemetery</u>                         |                     |                        |                       |                          |                          |                    |               |                         |
| 1000 Burial Fees/Licences/Headstone                   | 31,163              | 41,395                 | 33,000                | (8,395)                  |                          |                    | 125.4%        |                         |
| 1001 Memorial wall plaques                            | 261                 | 360                    | 100                   | (260)                    |                          |                    | 360.0%        |                         |
| Burntwood Cemetery :- Income                          | <b>31,424</b>       | <b>41,755</b>          | <b>33,100</b>         | <b>(8,655)</b>           |                          |                    | <b>126.1%</b> | <b>0</b>                |
| 4019 Employee costs                                   | 4,076               | 4,239                  | 4,230                 | (9)                      |                          | (9)                | 100.2%        |                         |
| 4163 General Office Expenses                          | 572                 | 496                    | 500                   | 4                        |                          | 4                  | 99.1%         |                         |
| 4810 Gravedigging                                     | 6,150               | 9,305                  | 4,900                 | (4,405)                  |                          | (4,405)            | 189.9%        |                         |
| 4820 NNDR: Burntwood Cemetery                         | 1,643               | 2,053                  | 1,725                 | (328)                    |                          | (328)              | 119.0%        |                         |
| 4863 Other Maintenance and Services                   | 5,001               | 6,859                  | 5,550                 | (1,309)                  |                          | (1,309)            | 123.6%        |                         |
| 4864 Grounds maintenance                              | 14,615              | 18,732                 | 8,300                 | (10,432)                 |                          | (10,432)           | 225.7%        |                         |
| Burntwood Cemetery :- Indirect Expenditure            | <b>32,058</b>       | <b>41,683</b>          | <b>25,205</b>         | <b>(16,478)</b>          | <b>0</b>                 | <b>(16,478)</b>    | <b>165.4%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                    | <b>(634)</b>        | <b>72</b>              | <b>7,895</b>          | <b>7,823</b>             |                          |                    |               |                         |

AGENDA ITEM 14 - ENCLOSURE NO. 8D

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Cost Centre Report

|                                                           | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>502 Chase Terrace Community Centre</b>                 |                     |                        |                       |                          |                          |                    |               |                         |
| 1079 CTCC room hire & other income                        | 1,096               | 9,615                  | 5,000                 | (4,615)                  |                          |                    | 192.3%        |                         |
| Chase Terrace Community Centre :- Income                  | <b>1,096</b>        | <b>9,615</b>           | <b>5,000</b>          | <b>(4,615)</b>           |                          |                    | <b>192.3%</b> | <b>0</b>                |
| 4022 NNDR                                                 | 0                   | 2,198                  | 4,000                 | 1,802                    |                          | 1,802              | 54.9%         |                         |
| 4023 Water Rates                                          | 166                 | 381                    | 300                   | (81)                     |                          | (81)               | 126.9%        |                         |
| 4055 Energy                                               | 915                 | 3,184                  | 800                   | (2,384)                  |                          | (2,384)            | 398.0%        |                         |
| 4065 CTCC cleaning & maintenance                          | 728                 | 4,302                  | 4,000                 | (302)                    |                          | (302)              | 107.5%        |                         |
| 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<br>Expenditure | <b>1,905</b>        | <b>10,816</b>          | <b>14,700</b>         | <b>3,884</b>             | <b>0</b>                 | <b>3,884</b>       | <b>73.6%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                        | <b>(809)</b>        | <b>(1,201)</b>         | <b>(9,700)</b>        | <b>(8,499)</b>           |                          |                    |               |                         |
| <b>503 CTCC redevelopment project</b>                     |                     |                        |                       |                          |                          |                    |               |                         |
| 1130 Community Ownership Fund                             | 179,698             | 0                      | 0                     | 0                        |                          |                    | 0.0%          |                         |
| CTCC redevelopment project :- Income                      | <b>179,698</b>      | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |               | <b>0</b>                |
| 4010 COF project expenditure                              | 177,208             | 45,132                 | 0                     | (45,132)                 |                          | (45,132)           | 0.0%          |                         |
| CTCC redevelopment project :- Indirect Expenditure        | <b>177,208</b>      | <b>45,132</b>          | <b>0</b>              | <b>(45,132)</b>          | <b>0</b>                 | <b>(45,132)</b>    |               | <b>0</b>                |
| <b>Net Income over Expenditure</b>                        | <b>2,490</b>        | <b>(45,132)</b>        | <b>0</b>              | <b>45,132</b>            |                          |                    |               |                         |
| Grand Totals:- Income                                     | <b>703,494</b>      | <b>614,935</b>         | <b>523,657</b>        | <b>(91,278)</b>          |                          |                    | <b>117.4%</b> |                         |
| Expenditure                                               | <b>663,622</b>      | <b>582,272</b>         | <b>523,657</b>        | <b>(58,615)</b>          | <b>0</b>                 | <b>(58,615)</b>    | <b>111.2%</b> |                         |
| <b>Net Income over Expenditure</b>                        | <b>39,872</b>       | <b>32,663</b>          | <b>0</b>              | <b>(32,663)</b>          |                          |                    |               |                         |
| plus Transfer from EMR                                    | <b>22,905</b>       | <b>16,069</b>          | <b>0</b>              | <b>(16,069)</b>          |                          |                    |               |                         |
| less Transfer to EMR                                      | <b>3,243</b>        | <b>65,574</b>          | <b>0</b>              | <b>(65,574)</b>          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                     | <b>59,534</b>       | <b>(16,842)</b>        | <b>0</b>              | <b>16,842</b>            |                          |                    |               |                         |

29/04/2026

## Burntwood Town Council Current Year

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## Balance Sheet as at 31/03/2026

31st March 2025

31st March 2026

## Current Assets

|         |                                |         |
|---------|--------------------------------|---------|
| 6,118   | Debtors                        | 5,771   |
| 780     | Debtors                        | 649     |
| 39,494  | VAT Refunds                    | 6,327   |
| 15,442  | Prepayments                    | 17,644  |
| 0       | Sundry Debtors                 | 1,871   |
| 249,763 | Unity Trust Current A/c        | 330,910 |
| 203,966 | CCLA Public Sector Deposit Fun | 203,966 |
| 114     | Petty Cash                     | 96      |
| 85,226  | Barclays Deposit A/c           | 86,262  |

600,904

653,496

600,904 Total Assets

653,496

## Current Liabilities

|       |                     |        |
|-------|---------------------|--------|
| 6,180 | Creditors           | 20,279 |
| 275   | Creditors           | 19     |
| 2,102 | Accruals            | 2,778  |
| 6,931 | Receipts in Advance | 12,341 |

15,488

35,417

585,416 Total Assets Less Current Liabilities

618,079

## Represented By

|         |                                |         |
|---------|--------------------------------|---------|
| 169,078 | General Fund                   | 137,952 |
| 77,412  | EM Reserve - Capital-Cemetery  | 61,912  |
| 48,762  | EM Reserve - Elections         | 59,362  |
| 78,460  | EM Reserve - Town Strategy     | 78,460  |
| 92,422  | EMR - Better Burntwood         | 92,422  |
| 15,250  | EM Reserve - Neighbourhd Plan  | 15,250  |
| 59,736  | EM Reserve - Old Mining Colleg | 59,736  |
| 44      | EMR - Charity Fundraising      | 44      |
| 965     | EMR-SCAMP:Maint & Poss Enhance | 965     |
| 15,000  | EM Reserve -Significant Events | 15,000  |
| 21,302  | EM Reserve - CIL money         | 86,307  |
| 2,000   | EMR-S Sutton Bursary/Youth grt | 2,000   |
| 2,495   | EM Reserve - Street Lighting   | 2,495   |
| 2,490   | EM Reserve- Asset sinking fund | 2,490   |
| 0       | EM Reserve - BuRRT             | 3,683   |

585,416

618,079

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### Balance Sheet as at 31/03/2026

**31st March 2026**

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

Date : \_\_\_\_\_

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON  
MONDAY 16 MARCH 2026 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Norman (in the Chair)

Councillors D Ennis, Evans, Hancox, P Taylor, Tranter, Wittstock, and Woodward

**In attendance**

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

**PUBLIC FORUM**

No members of the public were present.

- 36. APOLOGIES FOR ABSENCE** were received from Councillor Banevicius, Councillor Craik, Councillor Galvin, and Councillor Swain.

**37. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**38. MINUTES**

Councillor Norman referred to each page of the minutes. Members made no comment on the accuracy of the minutes and it was

**RESOLVED** That the Minutes of the Policy and Resources Committee held on 26 January 2026 (Minute Nos. 27-35) be approved as a correct record.

**39. SCHEDULE OF PAYMENTS**

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

Councillor D Ennis referred to the payment made to the Ministry of Housing, Communities and Local Government (MHCLG) on 30 January 2026. He explained that the refund referred to the application to the Community Ownership Fund (COF) and referred to the unspent grant in relation to the refurbishment of the Chase Terrace Community Centre which had to be refunded.

Councillor D Ennis referred to the payment made to P C Paramedics on 30 January 2026 for a laptop, labour and migrate planning data from server, and asked if this was a one-off payment. The Town Clerk confirmed that this was a one-off payment.

Councillor D Ennis referred to three payments made to P C Paramedics on 13 February 2026. The Town Clerk explained that these were monthly payments relating to both the Old Mining College and the Chase Terrace Community Centre.

Councillor D Ennis referred to three payments made to Heatelect Limited in respect of the boilers at the Old Mining College. The Town Clerk explained that the boilers are serviced on an annual basis (in accordance with the maintenance plan) however the service could not be completed until the faults had been rectified.

Councillor D Ennis referred to the payments made to Integrated Water Systems on 30 January 2026 and 13 February 2026. The Town Clerk explained that the Water Hygiene Risk Assessments relate to the Legionella Policy (agenda item 7). The Legionella Policy relates to both the Old Mining College and the Chase Terrace Community Centre and following the risk assessments, monthly temperature monitoring will now be undertaken by Integrated Water Systems at both premises.

Councillor Woodward referred to the payments made to Yee Group Limited on 13 March 2026 in respect of the annual maintenance/monitoring charge relating to the intruder alarm system and fire alarm system and felt that the annual costs seemed a lot. The Town Clerk explained that Yee Group Limited were the installers of the systems and that he would be going out to tender for the annual maintenance/monitoring charges. He stated that the Chase Terrace Community Centre had a fire alarm system however it was monitored by CCTV which could be accessed remotely via the Council mobile phone and he was in the process of obtaining a quotation to see if CCTV was feasible for the Old Mining College. Councillor D Ennis felt that the Council needed to look at mitigation/risk and suggested that perhaps the Old Mining College could be split e.g. the 'old' part of the building could be monitored via CCTV and the business section of the College (Units 1-10) could be via an intruder alarm system.

Referring to the petty cash spend, Councillor Norman referred to the purchase of a wood chipper. The Town Clerk explained that a local charity were disposing of the item.

**RESOLVED** That the schedule of payments from 16 January 2026 to 13 March 2026 in the sum of £83,163.56 and the Petty Cash Spend from 31 January 2026 to 26 February 2026 be approved and noted.

#### **40. 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 to Minute No. 21 – 06 November 2025 refers, where the Town Clerk asked if any Members had any potential new locations (these be channelled through Councillor Norman, who is the lead Councillor on this project), the Town Clerk explained that the Council was restricted as the Council does not currently own land. The Town Clerk suggested that a three-tier planter could be installed by the Council's welcome sign (Bradshaw's Farm Shop and Café) and planter(s) could be installed at the Chase Terrace Community Centre.

Referring to Minute No. 31 – Works Programme (Brighter Burntwood) – 26 January 2026 refers, Councillor Norman asked if the Town Clerk had contacted Norton Canes Parish Council. The Town Clerk confirmed that he was yet to contact the neighbouring parish council regarding their floral displays.

Councillor Woodward referred to the planter located by the Skoda garage and stated that this was in a terrible state. The Town Clerk confirmed that this had been passed to the Burntwood Response and Repair Team (BuRRT).

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

Referring to Minute No. 15 – 22 September 2025 refers and Minute No. 31 – 26 January 2026 refers, Councillor Norman asked if there was a theme to the videos. The Town Clerk confirmed that following inLIFE Design Limited being commissioned, a discussion had taken place with them. He explained that inLIFE Design Limited had already started to produce a series of short quick highly focused 2-minute videos which strengthen and promoted the work of the Town Council. For example, the videographer had already visited Burntwood Be A Friend and Burton and District Mind (organisations which had received a grant from the Town Council). The Town Clerk hoped that an 'early edit' of the videos may be available for the next meeting of the Committee scheduled for 13 May 2026.

### **Installation of Cycle Rack**

Referring to previous discussions and in particular Minute No. 31 – 26 January 2026 refers, the Town Clerk confirmed that the cycle rack had now been installed at the Chase Terrace Community Centre.

### **Community Asset Transfer**

Referring to previous discussions on 22 September 2025, 06 November 2025 and 26 January 2026, Councillor Norman confirmed that this will now be considered by Lichfield District Council's Cabinet on 07 April 2026.

### **On-Going Policy Review**

Referring to Minute No. 31 – 26 January 2026 refers, the Town Clerk confirmed that an Information Technology (IT) Acceptable Use and Security Policy, Legionella Policy and Standing Orders were being considered further on in the meeting.

As stated previously during the discussion on 26 January 2026, Councillor D Ennis explained the most important document was the Health and Safety Policy. The Town Clerk confirmed that he was currently with our partners (Staffordshire County Council) in order to have a tailored made policy relating specifically to the Town Council.

### **Pump Track Facility for Burntwood**

Councillor D Ennis explained that the Town Council had submitted a Community Infrastructure Levy (CIL) application to Lichfield District Council for consideration for a pump track at Chasewater. He confirmed that on 03 March 2026, £300,000 had been approved in principle for a new pump track subject to final confirmation of location. Councillor D Ennis further explained that having originally received the County Councillors support and having a short lead time for the project, an email was sent on 04 March 2026 to Staffordshire County Council asking for confirmation that they were willing in principle to support use of land at Chasewater. He confirmed that due to the short lead time to complete the project, that alternative land was also being looked at.

Councillor Woodward referred to the previous administration at Staffordshire County Council and the County Council's investment of £7 million to redevelop Chasewater Innovation Centre and the surrounding area. She explained that this was now on the capital programme for 2028/29 and 2029/30.

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

#### **41. INFORMATION TECHNOLOGY (IT) ACCEPTABLE USE AND SECURITY POLICY**

Referring to the On-going Policy Review on the Works Programme, Councillor Norman asked if the Committee was being asked to review an existing policy or if this was a new policy. The Town Clerk confirmed that this was a new policy for consideration to ensure compliance with Assertion 10 of the Annual Government and Accountability Return (AGAR). Councillor Norman stated that an 'Adopted Date' and 'Review Date' was needed on all policies.

Being a member of the Staffordshire Parish Councils' Association, which gives the Town Council access to National Association of Local Councils (NALC) templates, the Town Clerk confirmed that he had produced the IT policy. Referring to different sections of the policy, Councillor D Ennis asked what happens when a member of staff leaves the employment of the Town Council as this was not included in the policy. Councillor P Taylor also referred to Councillors withdrawal of emails. Councillor Woodward referred to Staffordshire County Council, and Members were informed that County Councillors access to their @staffordshier.gov.uk emails is revoked immediately if not elected following an election. Councillor Woodward felt that Councillors should be forewarned prior to elections and perhaps have a period of grace due to case work. Councillor P Taylor felt that as a compromise that perhaps access to send emails should be revoked immediately however a period of time could be allowed to access already received emails.

Councillor P Taylor mentioned AI and the Town Clerk confirmed that this was a separate policy.

Councillor Wittstock referred to GDPR and the downloading of data onto a personal computer. The Town Clerk confirmed that he was in the process of completing data protection training (an online training course).

Councillor P Taylor referred to Number 10 – Remote and Home Working and asked if the Town Council provides a VPN. The Town Clerk confirmed that he needs to check what documents can be accessed using a VPN. Also referring to Number 10, Councillor Norman stated that he could not recall seeing a Remote and Home Working Policy. The Town Clerk confirmed that this is a separate policy and would be considered at the next meeting scheduled for 13 May 2026.

**RESOLVED** That the Information Technology (IT) Acceptable Use and Security Policy be approved and adopted and that the policy be reviewed on an annual basis or sooner should the law change.

#### **42. LEGIONELLA POLICY**

The Town Clerk explained that the Legionella Policy related to both the Old Mining College and the Chase Terrace Community Centre. He confirmed that a template had been taken from NALC and adapted. Referring to Public Health England, Councillor D Ennis stated that this organisation no longer existed and had been replaced in 2021 by UK Health Security Agency (UKHSA) and Office for Health Improvement and Disparities (OHID).

The Town Clerk confirmed that he together with the Team Member, Burntwood Response and Repair Team, were in the process of completing a refresher course on Legionella.

**RESOLVED** That the Legionella Policy be approved and adopted and that the policy be reviewed on an annual basis or sooner should the law change.

#### **43. GOVERNMENT CONSULTATION ON LOCAL GOVERNMENT REORGANISATION IN STAFFORDSHIRE**

Councillor Norman went through the Proposals identified in the report produced by the Town Clerk. Councillor Woodward referred to 2.4 Proposal D - North Staffordshire consisting of Newcastle-under-Lyme, Staffordshire Moorlands and Stoke on Trent; South-West Staffordshire consisting of Cannock Chase, South Staffordshire and Stafford, and South-East Staffordshire consisting of Lichfield, East Staffordshire, and Tamworth as she felt that this made more sense as it would create three similar sized unitary councils.

Councillor D Ennis referred to a letter dated 23 October 2025 which he had sent on behalf of the Town Council to the Leader of Lichfield District Council expressing his support, as Leader, for Lichfield District Council's preferred option for Local Government Reorganisation, the creation of three smaller, community-focused unitary authorities across Staffordshire and Stoke-on-Trent. He had no objection to the letter being shared and felt the letter should form the Town Council's response.

Councillor Woodward urged Members to reply to the consultation to ensure that our voice is heard however she pointed out that there were more stages to come.

Councillor D Ennis referred to a 'platform' being made available for public relating to the Local Government Reorganisation in Staffordshire consultation. However, Councillor Norman pointed out that the consultation closes on 26 March 2026.

**RESOLVED** That Proposal D be the Town Council's preferred option and authorise the Town Clerk to submit the views of the Committee to the Government's consultation.

#### **44. UPDATE OF STANDING ORDERS BASED ON NALC 2025 MODEL**

Councillor Norman pointed out that the Standing Orders included brackets like '( )' which require information to be inserted by the Council and brackets like '[ ]' and the term 'OR' which provide alternative options for the Council to choose from when determining the Standing Orders. Councillor Norman went through the policy page by page and explained that he had studied the document and would forward his comments to the Town Clerk.

The Town Clerk explained that the standing orders are essential for regulating the conduct of council meetings and ensuring orderly and efficient governance. These standing orders use gender-neutral language, mandatory legal requirements, and optional guidelines that the Town Council can adopt or modify to suit their needs.

Referring to 24 – Communicating with District and County or Unitary Councillors, Councillor Woodward asked if all District Councillors for Burntwood were invited to attend full council meetings as Councillor Ho and Councillor Mears represented the Highfield Ward but were not Members of Burntwood Town Council. The Town Clerk confirmed that only County Councillors were currently invited.

Councillor D Ennis stated that he would liked to have seen our present standing orders highlighted showing what has changed based on the NALC 2025 model. He suggested that oversight of the final draft should be delegated to the Chair and Vice Chair of this Committee.

**RESOLVED** That the Town Clerk circulates the standing orders and that the final draft be signed off by the Chair and Vice Chair of Policy and Resources Committee before being adopted at Full Council on 20 May 2026.

#### **45. PROPOSAL TO CREATE THE BURNTWOOD BUSINESS GRANTS SCHEME**

Referring to No. 6 - Eligible Use of Grant Funding, Councillor Woodward referred to what the £1,000 grant may be used for e.g. equipment or tools essential to the business and asked if this could be removed or reworded as she felt that it was not up to the Council to provide equipment/tools. Councillor Woodward also asked if the word 'normally' could be removed when referring to funding which would not be used for routine running costs (e.g. rent, utilities), debt repayment and retrospective expenditure (unless explicitly agreed). Councillor D Ennis explained that the eligible use of grant was more towards upgrading of equipment or tools to improve their safety and not towards standard tools.

Councillor Norman referred to No. 7 (2) – Assessment Panel comprising Town Councillors of the Community and Partnerships Committee and asked if members of the public were going to be included on the Assessment Panel. He also referred to No. 9 – Monitoring and Evaluation and felt that we also needed to know the impact of the grant as well as how the grant was spent.

Councillor D Ennis explained that there would be a scoring framework/filtering process and with regards the decision-making process it was hoped that the panel would consist of perhaps 3 to 5 people of which would include business/community leaders. He explained that even though the scheme would be delivered in partnership with the Birmingham Chamber of Commerce their exact support is unknown at this stage.

**RESOLVED** That:

- a. The content of the report be noted and that the creation of the Burntwood Business Grants scheme be approved.
- b. The Town Clerk, in consultation with the Leader, be authorised to develop the scheme (application form, user guide etc) and strengthen the partnership with Birmingham Chamber of Commerce.
- c. The detailed scheme be submitted to the next meeting of the Committee scheduled for 13 May 2026.

#### **46. 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.

#### **47. CONFIDENTIAL MINUTES**

See Confidential Minutes.

#### **48. LICHFIELD AND BURNTWOOD INDEPENDENT – ADVERTISEMENT PROPOSAL**

See Confidential Minutes.

(The Meeting closed at 7.20 pm)

Signed ..... Dated .....

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON  
MONDAY 23 MARCH 2026**

**PRESENT**

Councillor S Taylor (in the Chair)  
Councillors Craik, D Ennis, L Ennis, Gittings, Kube, Swain, P Taylor, and Willis-Croft

**In attendance**

Ms Minor, Deputy Clerk  
One member of the public

**PUBLIC FORUM**

No questions were raised by the member of the public.

- 56. APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor Bullock and Councillor Hancox.

**57. 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.

**58. MINUTES**

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

**RESOLVED** That the Minutes of the Planning and Development Committee Meeting held on 09 February 2026 (Minute Nos. 50-55) be approved as a correct record.

**59. INFORMATION FROM THE MINUTES**

**Planning Application 25/01580/FUL – Car Park adj 9 Edwards Road  
Erection two dwelling houses and three apartments on a former private car park**

Referring to Minute No. 48(d) – 15 January 2026 refers and following the Town Council's no objection (No objection, in principle, however, as Members raised concerns over the on-site parking provision, the Local Planning Authority to ensure that there is adequate on-site parking provided in respect of the proposal) the Deputy Clerk

informed Members that the Local Planning Authority had refused the application on 16 February 2026 for the following reasons:

1. The proposed development would result in the loss of an existing car park containing 13 spaces which serves nearby commercial premises and provides parking for visitors to the local area. The proposal would reduce the number of available spaces and provide replacement parking solely for the proposed residential development, with no provision to accommodate existing users of the site. In the absence of evidence demonstrating that the existing parking demand can be accommodated elsewhere, the development would result in displaced on street parking on surrounding roads, to the detriment of highway safety. The Highway Authority has raised an objection on this basis. Furthermore, the loss of an established parking facility relied upon by the public to access local services would reduce accessibility to the centre and represents the loss of infrastructure supporting existing communities. The proposal would therefore give rise to unacceptable highway safety impacts, the residual cumulative impacts of which would be severe, contrary to paragraph 115 of the National Planning Policy Framework, Core Policy 3 (Delivering Sustainable Development), Core Policy 4 (Delivering our Infrastructure), Core Policy 5 (Sustainable Transport), Core Policy 8 (Our Local Centres) and policies ST1 (Sustainable Travel) and ST2 (Parking Provision) of the Lichfield District Local Plan Strategy and the Sustainable Design Supplementary Planning Document.
2. The application site lies within the 15 km zone of influence of the Cannock Chase Special Area of Conservation. In accordance with the Conservation of Habitats and Species Regulations 2017 (as amended), new residential development within this zone is required to secure mitigation towards the Cannock Chase SAC Partnership. At the point of determination, no completed legal agreement is in place to secure the necessary mitigation contribution. In the absence of secured mitigation, the Local Planning Authority cannot conclude that the development would not have an adverse effect on the integrity of the Cannock Chase SAC. The proposal therefore conflicts with Policies CP13 (Our Natural Resources) and NR7 (Cannock Chase Special Area of Conservation) of the Lichfield Local Plan Strategy, the Developer Contributions SPD, the Conservation of Habitats and Species Regulations 2017 and the National Planning Policy Framework.

**Planning Application 26/00038/FUL – Flat Above, 28 Queen Street –  
First floor extension to create new entrance to flat and installation new metal staircase**

Referring to Minute No. 55(b) - 09 February 2026 refers and following the Town Council's 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) the Deputy Clerk informed Members that the application had been permitted by the Local Planning Authority on 10 March 2026 for the following reasons:

1. The development authorised by this permission shall be retained in complete accordance with the approved plans and specification, as listed on this decision notice, except insofar as may be otherwise required by other conditions to which this permission is subject.
2. The window to be installed within the side elevation of the consented first floor extension, facing the side elevation of 26 Queen Street shall be obscure glazed to Pilkington Level 4.

## 60. PLANNING APPLICATIONS

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

- |     |              |                               |                                        |                                                                                                                                                                                                     |
|-----|--------------|-------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | 26/00096/PNH | Summerfield<br>and All Saints | Mr Upton<br>37 Chase Road<br>Burntwood | Prior Notification: Single<br>storey rear extension<br>projecting 4.00m from<br>the rear wall of the<br>original dwelling and<br>reaching a maximum<br>height of 3.80m and<br>eaves height of 2.30m |
|-----|--------------|-------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Members noted that this application had been refused on 03 March 2026.

- |     |              |           |                                                                 |                                                             |
|-----|--------------|-----------|-----------------------------------------------------------------|-------------------------------------------------------------|
| (b) | 26/00077/FUL | Chasetown | N and S Property Ltd<br>Rear of<br>161 High Street<br>Chasetown | Erection of one bedroom<br>bungalow and<br>associated works |
|-----|--------------|-----------|-----------------------------------------------------------------|-------------------------------------------------------------|

No objection.

- |     |              |           |                                                                                  |                                                                                                                                             |
|-----|--------------|-----------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| (c) | 26/00136/ADV | Chasetown | Gastronomy Foods UK Ltd<br>Plot 1<br>Land adj Zone 3<br>Robins Road<br>Burntwood | Installation of various<br>illuminated and non-<br>illuminated signs<br>including fascia, free<br>standing, wall mounted<br>and directional |
|-----|--------------|-----------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|

Members noted that this application had been granted on 13 March 2026.

- |     |              |           |                                                                                               |                                                                                                                       |
|-----|--------------|-----------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| (d) | 26/00156/COU | Chasetown | LCP Properties Ltd<br>Zone 3, Paget 12<br>Cinder Road<br>Burntwood Business Park<br>Burntwood | Change of use from<br>Class B2 General<br>Industrial to Class E (d)<br>Indoor Recreation (no<br>external alterations) |
|-----|--------------|-----------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|

No objection in principle, however, Members noted that this application had been refused on 20 March 2026.

- |     |              |           |                                         |                                          |
|-----|--------------|-----------|-----------------------------------------|------------------------------------------|
| (e) | 26/00171/FUL | Chasetown | Mr Ayres<br>4 Union Street<br>Burntwood | Erection of 3 bedroomed<br>dwellinghouse |
|-----|--------------|-----------|-----------------------------------------|------------------------------------------|

No objection in principle, however, the Local Planning Authority to ensure that cycle parking facilities are provided.

- |     |              |           |                                             |                                                                                                                                    |
|-----|--------------|-----------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| (f) | 26/00103/CLE | Highfield | Mr Freeman<br>223 Rugeley Road<br>Burntwood | Certificate of Lawfulness<br>(Existing): Confirmation<br>that planning permission<br>22/01602/FUH has been<br>lawfully implemented |
|-----|--------------|-----------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|

No objection.

- |               |              |                       |                                              |                                                                                                                                                                                                                |
|---------------|--------------|-----------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (g)           | 26/00248/FUH | Boney Hay and Central | Mr Chadbund<br>25 Lebanon Grove<br>Burntwood | Erection of a first floor side extension with new roof over porch                                                                                                                                              |
| No objection. |              |                       |                                              |                                                                                                                                                                                                                |
| (h)           | 26/00093/FUH | Hunslet               | Mr Long<br>3 Sanderling Rise<br>Burntwood    | Single storey side extension to create link between existing garage and main house, new roof over existing garage, new windows to replace existing garage doors and enlarged front patio with a low patio wall |

No objection in principle as long as the garage conversion can only be used for a purpose ancillary to the main dwelling. However, concerns were raised about the overall size and massing of the building. We would ask that the Local Planning Authority ensures that the development does not represent an unduly dominant addition to the host property.

- |     |              |                            |                                          |                                                                                                                                                          |
|-----|--------------|----------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i) | 26/00235/FUH | Summerfield and All Saints | Ms Jones<br>130 Norton Lane<br>Burntwood | Single storey rear extension, porch, and canopy to front of house, external insulation fitted to existing dwelling (render finish) and extended driveway |
|-----|--------------|----------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection in principle however the Local Planning Authority to ensure that the materials used for the render finish are of a "similar appearance" to neighbouring properties and does not alter the character and appearance of the streetscene.

- |     |              |               |                                                                |                                                                                                          |
|-----|--------------|---------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| (j) | 26/00057/FUL | Chase Terrace | Mr Gibbons<br>Land rear of<br>35A High Street<br>Chase Terrace | Erection of a detached two bed bungalow, with garden, driveway with 2 no. parking spaces and bin storage |
|-----|--------------|---------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

OBJECTION. The proposed development due to its siting and width of the existing road/ access would represent inappropriate/overdevelopment of the site.

- |     |              |             |                                            |                                                                                                                                                                     |
|-----|--------------|-------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (k) | 26/00264/PNH | Gorstey Ley | Mr Bushell<br>13 Mease Avenue<br>Burntwood | Prior Notification: Single storey rear extension 5.00m from the rear wall of the original dwelling and reaching a maximum height of 3.00m and eaves height of 3.00m |
|-----|--------------|-------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection.

|     |                     |             |                                                                 |                                                                                                                                                                                                                                                                                         |
|-----|---------------------|-------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (l) | 26/00316/FUH        | Gorstey Ley | Mr Smart<br>Lothlorien<br>6 Rugeley Road<br>Burntwood           | Single storey rear extension to form kitchen, bedroom, and en-suite                                                                                                                                                                                                                     |
|     |                     |             | No objection.                                                   |                                                                                                                                                                                                                                                                                         |
| (m) | 26/00236/OUTM<br>EI |             | Cammeron Homes<br>Land south of<br>Highfields Road<br>Burntwood | Outline application (with all matters reserved except access onto Highfields Road) for up to 430 homes (Use Class C3), public open space, pedestrian, and cycle links, play area, drainage, landscaping, and all other associated works including demolition of existing farm buildings |

Burntwood Town Council does not support any development on designated Green Belt land.

Councillor D Ennis pointed out that two of the applications (namely 26/00096/PNH – 37 Chase Road and 26/00264/PNH – 13 Mease Avenue) were PNHs (these applications are a form of permitted development rights that allow homeowners to build without needing to submit a full planning application). The Deputy Clerk explained that PNH applications also appear on the weekly list of planning applications provided by Development Management Team of Lichfield District Council and therefore appear on the Planning and Development Committee agenda for Members consideration. Councillor D Ennis felt that it would be more appropriate going forward for Members to consider full planning applications which are not covered by permitted development rights. It was **agreed** that going forward PNH applications would not be considered by the Planning and Development Committee.

## 61. BuRRT UPDATE

Councillor D Ennis referred to his 'out and about' with a Team Member of the Burntwood Response and Repair Team and felt that the description on the report did not give a true taste of all of the tasks undertaken on 18 February 2026. As previously mentioned, the Deputy Clerk confirmed that it was difficult to produce a full and accurate list as the Team Member did not provide a comprehensive list of tasks completed. However, she confirmed that members of the public and Councillors were using [burrt@burntwood-tc.gov.uk](mailto:burrt@burntwood-tc.gov.uk) email which she had access to.

Referring to publicising of BuRRT, Councillor S Taylor explained that the Town Council had already used the Lichfield and Burntwood Independent newspaper on several occasions to advertise the services of BuRRT and she suggested a paid advert on our social media platforms (e.g. Facebook, Instagram) which would allow the Town Council to target users, provide greater reach etc, which could be used as another avenue in publicising their services.

Councillor D Ennis explained that after talking to the Team Members they already have a list of tasks that needed to be completed and he did not want to add more pressure.

The Deputy Clerk confirmed that No. 29 – planter near Skoda Garage (reported by Councillor Norman on 10 March) had been cleaned on 17 March 2026. Councillor P Taylor referred to No. 2 – overgrown hedge on the corner of Emmanuel Road and Boney Hay Road reported by himself on 04 February. He explained that the member of the public who had reported this to him had confirmed that this still had not been done however this was under private ownership.

Referring to the Burntwood Response and Repair Teams attendance on 09 February 2026, Councillor D Ennis felt that guidance needed to be given to them on exactly what information Councillors were looking for, this would avoid a repeat of the situation at the last meeting. It was **agreed** that the Chair and the Leader of Council would liaise prior to the next meeting with them, as the Burntwood Response and Repair Team were due to attend on 20 April 2026.

**RESOLVED** That the report of activities be noted.

(The Meeting closed at 6.39 pm)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON  
MONDAY 20 APRIL 2026**

**PRESENT**

Councillor Gittings (in the Chair)

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

**In attendance**

Ms Minor, Deputy Clerk

**PUBLIC FORUM**

No questions were raised by the member of the public.

- 62. APOLOGIES FOR ABSENCE** were received from Councillor Bullock, Councillor Kube and Councillor S Taylor.

**63. 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.

**64. BURRT UPDATE**

In the absence of the Burntwood Response and Repair Team and referring to Minute No. 78 - Creation of enlarged meeting room at the Old Mining College Centre (Full Council dated 25 March 2026 refers), Councillor D Ennis confirmed that the Burntwood Response and Repair Team had started the revamping works. Referring to the activities sheet, Councillor D Ennis encouraged Councillors to report any tasks to [burr@burntwood-tc.gov.uk](mailto:burr@burntwood-tc.gov.uk).

**RESOLVED** That the report of activities be noted.

**65. MINUTES**

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

**RESOLVED** That the Minutes of the Planning and Development Committee Meeting held on 23 March 2026 (Minute Nos. 56-61) be approved as a correct record.

## **66. INFORMATION FROM THE MINUTES**

### **Planning Application 26/00077/FUL – 161 High Street, Chasetown, Burntwood Erection of one bedroom bungalow and associated works**

Referring to Minute No. 60(b) – 23 March 2026 refers and following the Town Council's no objection, the Deputy Clerk informed Members that the application had been refused by the Local Planning Authority on 30 March 2026 for the following reasons:

1. The design/layout of the proposal would result in a poor design that is cramped/contrived with poor outlook and amenity for any perspective occupiers, due to the oppressive relationship and proximity to the existing property at 161 High Street, Chasetown contrary to Policies CP3, BE1 of the Local Plan Strategy, Policy B6 of the Burntwood Neighbourhood Plan, the National Space Standards. and paragraph 135(f), of the National Planning Policy Framework.
2. The proposal, by virtue of the design of the parking facilities, including lack of turning space, would increase the likelihood of vehicles backing out onto the highway and increasing the potential for conflicting traffic movements on to the High Street, Chasetown and therefore have an unacceptable impact on highway safety contrary to policy CP5, ST2 of the Lichfield Local Plan Strategy, the Sustainable Development SPD and paragraph 116 of the National Planning Policy Framework.

### **Planning Application 25/01496/FUL Land Opposite Kingdom Hall Of Jehovah's Witnesses, Chorley Road, Burntwood Formation of vehicular access (part retrospective) Appeal Starting Date: 1st April 2026**

Referring to Minute No. 48(c) – 15 January 2026 and following the Town Council's no objection, the Deputy Clerk informed Members that following the Local Planning Authority's refusal on 28 January 2026 for the following reasons:

1. The application has failed to demonstrate safe and suitable vehicular accesses due to plan inconsistencies and visibility splays being drawn incorrectly. The development would therefore be considered contrary to the objectives of Core Policy 5 (Sustainable Transport) and Policy ST1 (Sustainable Travel) of the Lichfield Local Plan Strategy (2015) and the National Planning Policy Framework.
2. The application fails to demonstrate that a net gain for biodiversity can be achieved in accordance with the requirements set out under Core Policy 13 (Our Natural Resources) and NR3 (Biodiversity, Protected Species, and their Habitats). The development would therefore be contrary to the requirements set out within the Lichfield Local Plan Strategy (2015), the Biodiversity and Development SPD and the National Planning Policy Framework.
3. The applicant has not provided sufficient information that the works would not adversely be impacted by flooding as no information has been provided in terms of drainage or permeable surfacing and the finished levels of the site. The land is within the 'more vulnerable category' as defined by Annex 3 of the NPPF and is a higher risk flood zone 2 and 3 and therefore without these details the Local Planning Authority are unable to determine that the new works would be resilient to flooding. Therefore, the development is considered contrary to Policies Core Policy 2 (Presumption in favour of sustainable development), Core Policy 3 (Delivering Sustainable Development), policy BE1 (High Quality Development), the Sustainable Design SPD, and the National Planning Policy Framework.

the applicant had lodged an appeal. The appeal is to be decided on the basis of an exchange of written statements by the parties and a site visit by an Inspector.

#### **Enforcement Notice – 26/00050/EUD - Woodhouses Lane**

The Deputy Clerk explained that an application had been submitted, but it was invalid. As a result, no planning permission is in place and Lichfield District Council are already progressing enforcement action. Lichfield District Council has ordered the landowners to completely undo the unauthorised work e.g. (a) they must rip up and remove all concrete, hardcore, and crushed stone; (b) dig out and remove the septic tank, drainage pipework, and infrastructure; (c) removal all caravans and mobile structures, including water/electric hook-ups; (d) stop using the land for caravans entirely and (e) restore the land to its original state by backfilling excavations and reseeding it with grass.

Appeal Deadline: The owners have until Wednesday 20 May 2026 to appeal to the Planning Inspectorate.

Compliance Period: If the owners don't appeal (or if they lose the appeal) the owners have three months to clear the site completely.

The Injunction: Lichfield District Council is currently preparing an application for a Court Injunction. While the Enforcement Notice deals with the land use, an injunction is a powerful court order that can lead to even more severe penalties if ignored. This is being treated as a priority by Lichfield District Council's legal team.

Land Ownership: The people on the site are the lawful owners. This is not a trespass issue, so Lichfield District Council cannot physically 'evict' them or stop them from entering their own land.

Due Process: Planning law is a statutory process. Lichfield District Council must follow the legal steps to ensure their case is 'robust and proportionate' when it gets to court.

The Stop Notice: The Temporary Stop Notice is still in force. Any continued digging or construction is being logged as evidence for the upcoming court cases.

#### **67. PLANNING APPLICATIONS**

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

|     |              |                               |                                        |                                                                                                                                                                                  |
|-----|--------------|-------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | 26/00306/FUH | Summerfield<br>and All Saints | Mr Upton<br>37 Chase Road<br>Burntwood | Removal of existing<br>rear conservatory<br>and side outhouse<br>building and<br>erection of a<br>replacement single<br>storey rear and side<br>extension with hip<br>style roof |
|-----|--------------|-------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection

- |     |              |               |                                                                             |                                                                                   |
|-----|--------------|---------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| (b) | 26/00355/FUL | Chase Terrace | Mr and Mrs Bradshaw<br>Bleak House Farmhouse<br>Ironstone Road<br>Burntwood | Erection of self-build replacement dwelling, detached garage and associated works |
|-----|--------------|---------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

As this is a new dwelling Burntwood Town Council does not support any new development on designated Green Belt land.

- |     |              |           |                                                                  |                                                                                                  |
|-----|--------------|-----------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| (c) | 26/00361/CLE | Highfield | St Matthews Support Services<br>47 St Matthews Road<br>Burntwood | Certificate of Lawfulness (Existing):<br>To confirm the existing use of residential C3 is lawful |
|-----|--------------|-----------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|

No objection.

- |     |              |                       |                                                                 |                                                                     |
|-----|--------------|-----------------------|-----------------------------------------------------------------|---------------------------------------------------------------------|
| (d) | 26/00253/FUL | Boney Hay and Central | Mr Tilt<br>Land rear<br>109 & 111 Rugeley Road<br>Chase Terrace | Erection of 2 dormer bungalows and associated landscaping and works |
|-----|--------------|-----------------------|-----------------------------------------------------------------|---------------------------------------------------------------------|

No objection in principle however the Local Planning Authority to ensure that the dwellings have adequate amenity space.

- |     |              |  |                                                                                           |                                 |
|-----|--------------|--|-------------------------------------------------------------------------------------------|---------------------------------|
| (e) | 26/00415/ADV |  | Queensway Coffee Houses Ltd<br>Land adjacent<br>Milestone Way<br>Robins Road<br>Burntwood | Installation of 1 no. pole sign |
|-----|--------------|--|-------------------------------------------------------------------------------------------|---------------------------------|

No objection.

- |     |              |         |                                                               |                                                                                                                                                                                                                               |
|-----|--------------|---------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (f) | 26/00416/FUH | Hunslet | Mr Mousley<br>Whitehouse Farm<br>91 Rugeley Road<br>Burntwood | Demolition of existing lean-to utility, erection of a two-storey side extension and single-storey lean-to extension with the partial removal of Cypress Leyland hedging subject to Tree Preservation Order (TPO) No. 218-2001 |
|-----|--------------|---------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

No objection in principle as long as the Local Planning Authority's Arboricultural Officer has no objection to the partial removal of the Cypress Leyland hedging.

- |     |              |             |                                         |                                                                               |
|-----|--------------|-------------|-----------------------------------------|-------------------------------------------------------------------------------|
| (g) | 26/00132/COU | Gorstey Ley | Mr Rowley<br>15 Penk Drive<br>Burntwood | Change of use of land to residential curtilage and erection of boundary fence |
|-----|--------------|-------------|-----------------------------------------|-------------------------------------------------------------------------------|

OBJECTION as the proposed new boundary fence would reduce the openness and change the character of the streetscene.

(The Meeting closed at 6.29 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 THURSDAY 07 MAY 2026 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Evans (in the Chair)

Councillors Bishop, Coe MBE, D Ennis, R Ennis, Gittings (from 6.10pm), Kube, P Taylor, Tranter, and Willis-Croft

**In attendance**

Ms J Minor, Deputy Clerk

Ms K Horner, Community Development and Engagement Officer

**PUBLIC FORUM**

No members of the public were present.

- 55. APOLOGIES FOR ABSENCE** were received from Councillor Kirkham and Councillor Wittstock.

**56. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**57. MINUTES**

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and the Deputy Clerk confirmed that the minutes had been approved at Full Council on 25 March 2026.

**RESOLVED** That the Minutes of the Community and Partnerships Committee held on 09 March 2026 (Minute Nos. 43-54) be approved as a correct record.

**58. COMMUNITY ENGAGEMENT**

**Dementia Friendly Burntwood**

The Community Development and Engagement Officer explained that she alongside Councillor Evans had attended the latest meeting of Dementia Friendly Burntwood. The group are now being supported by a new member, Helena Haddock, from Home Instead Cannock and Burntwood alongside Susan Williams as Chair. She further explained that the group had discussed Dementia Action Week which is the 18 – 24 May and some events that are taking place locally that week, including A Musical Evening in May hosted by Magnolia Friends on the 16 May at the Memorial Hall to raise funds for their group, and a free Memory Café Party on the 19 May at Burntwood Library, hosted by Home Instead. As well as Dementia Action Week, they are also planning to hold another Memory Walk in partnership with Burntwood Town Council in

September which is World Alzheimer's Month. The date and further details will be confirmed soon.

#### **Revive Staffordshire**

Following a successful application to the Better Burntwood Fund, the Community Development and Engagement Officer confirmed that she had attended and supported Revive Staffordshire's Festival of Wellbeing which went ahead in March at Fulfen School. She explained that there were a range of different health and wellbeing organisations who attended and there were workshops and talks to take part in. It was fantastic to see this new event go ahead in Burntwood for the first time, and to see children, families and residents come along to join in and find out more.

#### **Creative Burntwood**

The Community Development and Engagement Officer stated that Creative Burntwood continues to be successful in the delivery of their project in partnership with Burntwood Town Council. The Community Development and Engagement Officer said that she attends their steering group meetings to support the projects progress and they have a wide range of performances planned over the next year, and the Young Garrick Burntwood Youth Theatre Group and the Burntwood Community Choir continue to be really well attended.

#### **White Ribbon**

As part of the Town Council's efforts as a White Ribbon Supporter Organisation, the Community Development and Engagement Officer explained that she alongside Councillor Coe MBE and Councillor Evans are looking at working with Pathway Project to provide training to staff and Councillors in support of the aims of White Ribbon. She explained that due to previous events and publicity, a supportive resident has offered to fund an online Active Bystander training session for Burntwood Town Council staff, residents and volunteers representing local charities and groups. This is planned for Thursday 11 June at 1pm, and members will be receiving an invitation to join this shortly.

#### **Staffordshire Community Energy and Support Staffordshire**

The Community Development and Engagement Officer explained that she alongside Councillor Evans and the Town Clerk attended a meeting held by Staffordshire Community Energy and Support Staffordshire to explore the idea of a community energy plan specifically targeting Boney Hay and Central Ward. There were discussions about how to launch this idea and it was suggested that an energy café would be held in the coming weeks to introduce the concept to local residents. Details of this will be shared as they become available.

#### **Video Project**

The Community Development and Engagement Officer also reported that she has been continuing to work with InLife Design on the creation of a series of short form videos. A lot of footage of different groups, activities and projects has now been captured and the videos are in draft form.

#### **Burntwood Market**

Councillor Evans confirmed that the next Burntwood Market would be held this Sunday (10 May) and she asked Members to encourage as many people as possible to attend this event.

#### **Spark Open Day**

Councillor Evans confirmed that she had attended the Spark Open Day on Wednesday 29 April. She explained that Spark do wonderful work across the board – for example baby/toddler sessions, support services, community fridge, baby bank etc and were set up as a result of the closure of the Sure Start Childrens Centres.

**Burntwood Foodbank**

Councillor D Ennis confirmed that he had recently visited the Burntwood Foodbank to learn more about the work they are doing locally. The Burntwood Foodbank is located behind Beacon Community Church and while foodbanks should not have to fill the gaps they do, the support they provide is vital for many local people. He explained the foodbank is open every Tuesday: 12pm – 2pm, every Thursday: 12pm – 2pm and every Thursday: 5pm to 7pm.

**Chess Club**

Councillor D Ennis confirmed that the Grangemoor Working Mens Club will be starting a chess club on Wednesday afternoons and as part of his Lichfield District Council Councillor Community Fund will be funding an outdoor chess table which will be located externally at Burntwood Leisure Centre.

**Burntwood Pump Track**

Following the submission of a CIL application, Councillor D Ennis explained that the Town Council had been allocated £300,000 from Lichfield District Council's Community Infrastructure Levy fund to build a pump track in Burntwood. He stated that this was a huge step forward. The initial location for the pump track was Chasewater however the County Council had not been forthcoming and the initial barrier is now to find a suitable alternative location.

**PrimiFest**

Councillor D Ennis explained that he had met with Mr Mark Maydew, Chief Executive Officer from Primitas Learning Partnership who have previously organised the PrimiFest in Burntwood which was designed to bring together their family of schools and the local community. He asked that before the date is set for the Wakes Festival in 2027 that a conversation is had with Primitas Learning Partnership to see if we could bring PrimiFest to the Wakes.

**Town of Culture Competition**

Councillor D Ennis explained that an Expression of Interest had been submitted on 20 March 2026. The competition is designed to celebrate the cultural contributions of towns. The winning town will be awarded £3 million to deliver a cultural programme. Additionally, the two finalists from their category will receive £250,000 each to deliver elements of their bid, however, the Department for Culture, Media, and Sport (DCMS) will award bid development grants of £60,000 to each of the shortlisted towns which are then invited to submit a full application. He stated that the shortlisted places announcement is Spring 2026.

**Bleed Kit Training**

Councillor Willis-Croft explained that he together with Yvonne James, Principal Community Safety Officer, Lichfield District Council had attended a Lichfield school last week to undertake bleed kit training however, it had been noted that no schools in Burntwood had signed up for the training.

**59. BETTER BURNTWOOD FUND**

Referring to Minute No. 36d – LifeSpring Church (19 January 2026 refers), the Deputy Clerk confirmed that LifeSpring Church for the time being will not be continuing with their fund application.

#### **59a. Star Parenting CIC – Resubmission**

Referring to Minute No. 6a (16 July 2025) and Minute No. 36b (19 January 2026), the Deputy Clerk confirmed that the additional information requested by Members had now been included on the form. Councillor D Ennis asked if staff wages were for external practitioners or inhouse practitioners. The Community Development and Engagement Officer confirmed that they were inhouse.

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

**RESOLVED** That Star Parenting CIC be awarded £105 towards the cost of gift packs & handouts and consumables.

#### **59b. MHA Communities South Staffs**

The Deputy Clerk showed Members a copy of the Communities Newsletter booklet for Winter 2025 and provided detail on the number of booklets produced and distribution across the district (for example to volunteers, membership, networking agencies etc). As the Town Council is unable to provide funding for items/activities outside of the Parish of Burntwood it was proposed by Councillor D Ennis and seconded by Councillor Willis-Croft and following a unanimous show of hands it was

**RESOLVED** That

- a. MHA Communities South Staffs be awarded £195 towards the cost of printing of the Communities Newsletter booklet (for distribution within the Parish of Burntwood) subject to confirmation that the remaining printing costs will be funded by MHA Communities South Staffs.
- b. MHA Communities South Staffs be advised to contact Lichfield City Council and Rugeley Town Council for help towards the printing and distribution costs outside of the Parish of Burntwood.

#### **60. INFORMAL UPDATE ON THE BURNTWOOD WAKES FESTIVAL 2026**

Referring to the summary of the Burntwood Wakes Festival Organising Group meeting held on 23 March 2026, Councillor Evans asked if Members had any questions. She explained that there was no future Organising Group meetings scheduled in the diary and any further decisions for the Wakes Festival in 2026 would be made by this Committee. The content of the summary was received and noted.

Councillor D Ennis explained that the Town Council's vision going forward had originally included outside bodies (e.g. community groups, charity groups, private businesses etc) and he referred to his meeting with Mr Maydew regarding PrimiFest as Primitas Learning Partnership already have a committee set up to run this event. The Town Council's aim was to be an enabler rather than an organiser.

The Deputy Clerk detailed the activities which had already been booked and the budget spent to date. With regard to sponsorship, the Deputy Clerk raised concerns that following Councillor P Taylor's initial email sent and the response received from the Events and Communications Manager at Lichfield District Council on 26 February 2026, informing that the District Council would be introducing a proportionate bidding process for community events, even though several emails had been sent by the Town Clerk no details of the new sponsorship process had been received. It was **agreed** that Councillor P Taylor would email the Cabinet Member concerned.

**61. 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 the event on Wednesday 12 August at Redwood Park, Councillor D Ennis asked if the Pump Track could be invited to attend. Councillor P Taylor confirmed that there would be no fee to use the Burntwood Memorial Hall on Monday 17 August. It was **agreed** that Councillor Kube would provide the email contact details for Lidl.

**62. 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.

With regard to the development of the dementia care home which has now started on Cannock Road, it was **agreed** that the Deputy Clerk would email Bode Contracting Limited to inform them of the road closure on 28 November. Councillor D Ennis stated that he thought that the development would be finished in 2027 and the Town Council may have to consider an alternative site for the Xmas event as the space available would be reduced in size due to access/egress requirements for the dementia care home.

(The Meeting closed at 6.55 pm)

Signed .....

Date .....