

Our Ref: SL/JM

14 September 2026

To: All Members of the Policy and Resources Committee

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

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet on **Monday 21 September 2026 at 6:00 pm** in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely



Steve Lightfoot
Town Clerk

PUBLIC FORUM

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a meeting of the Policy and Resources Committee held on 06 July 2026 (Minute Nos. 1-10) **(ENCLOSURE NO. 1)**.

4. SCHEDULE OF PAYMENTS

Members are asked to approve the Schedule of Payments **(ENCLOSURE NO. 2A AND 2B)**.

5. WORKS PROGRAMME

Members are asked to review the works programme **(ENCLOSURE NO. 3)**.

6. TOWN OF CULTURE EXPRESSION OF INTEREST AND PLACE MAKING AND STRATEGIC CULTURAL STRATEGY – PHASE 2 (PORTRAIT)

Members are asked to note that the Town Council's Expression of Interest to the Town of Culture programme was unsuccessful and consider the accompanying report regarding the Place Making and Strategic Cultural Strategy – Phase 2 (Portrait) **(ENCLOSURE NO. 4A AND 4B)**.

7. HYBRID WORKING/WORK FROM HOME POLICY

Members are asked to review and adopt the Hybrid Working/Work From Home Policy and agree to review the policy every three years or if legislation or circumstances change **(ENCLOSURE NO. 5)**.

8. CHASE TERRACE COMMUNITY CENTRE ANNUAL REPORT

Members are asked to review the hire charges and decide whether to apply an increase or maintain current fees **(ENCLOSURE NO. 6)**.

9. BURNTWOOD WAKES FESTIVAL AND PLAY IN THE PARKS 2026 REPORT

Members are requested to consider the future delivery of the Town Council's annual community events programme **(ENCLOSURE NO. 7)**.

PUBLIC FORUM

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

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
MONDAY 06 JULY 2026 COMMENCING AT 6.00 PM**

PRESENT

Councillor Galvin (in the Chair)

Councillors D Ennis, Evans, Hancox, Norman, P Taylor (from 6.07pm), Tranter, and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

PUBLIC FORUM

No members of the public were present.

1. **APOLOGIES FOR ABSENCE** were received from Councillor Banevicius, Councillor Craik, Councillor Swain and Councillor Wittstock.

2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor D Ennis declared a Disclosable Pecuniary Interest in payments made to Haywoods Contracts and Haywoods Creative Solutions Limited as he is the owner of the businesses.

3. **MINUTES**

Councillor Galvin referred to each page of the minutes. In the absence of Councillor Swain, and for accuracy purposes, Councillor Galvin made the following statement on his behalf:

Referring to Minute No. 52 – Schedule of Payment, Councillor Swain asked why the order of payments as seen at the meeting was not in date order. Councillor Swain had in fact asked if it could be in nominal order so that we could easily see how much we were spending where, which he thought is of more use than date order.

RESOLVED That the Minutes of the Policy and Resources Committee held on 13 May 2026 (Minute Nos. 49 - 60) be approved as a correct record.

4. **SCHEDULE OF PAYMENTS**

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

In respect of payments made to Haywoods Contracts and Haywoods Creative Solutions Limited, Councillor Woodward noted that Councillor D Ennis had already made his Disclosable Pecuniary Interest.

Referring to Minute No. 55 – Review of Membership of NALC and Staffordshire Parish Councils Association and the payment made to the SPCA on 29 May 2026, Councillor

Woodward asked, in line with the resolution, if the Chair and Leader had been consulted before the payment was made. The Town Clerk felt that he had consulted with those Members however this would be checked.

Councillor Woodward referred to the numerous payments made in respect of the Community Centre and the watering system. The Town Clerk explained that hanging baskets together with a watering system had recently been installed at the community centre.

RESOLVED That the schedule of payments from 01 May 2026 to 30 June 2026 in the sum of £95,041.75 and the Petty Cash Spend from 05 May 2026 to 23 June 2026 be approved and noted.

5. WORKS PROGRAMME

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

Brighter Burntwood

Referring to the social media post created by Councillor Norman on 04 July 2026, the Town Clerk referred to the flower planters on the railings at Sankey's Corner. He explained that permission from the County Council who are responsible for the railings was needed and a response was awaited. Councillor Norman explained that watering of the planters could be done via the pavement.

Referring to Minute No. 53, Councillor Norman referred to the previous discussion relating to placement of planters at Swan Island and the resolution of land ownership. The Town Clerk confirmed that a response had been received however the County Council could not agree to our request.

Councillor P Taylor referring to the post box located at Sankey's Corner which was now in disrepair he felt that there was now no opportunity for a post box topper and asked if Town Council could create something similar.

Referring to Minute No. 31 - 26 January 2026 refers, Councillor P Taylor referred to the street cabinets (green boxes). He explained that most of these are owned by Openreach. Councillor P Taylor confirmed that Openreach have a cabinet art programme but according to their website currently they are not accepting any new applicants at this time however he confirmed that this website had not changed in two years. Councillor P Taylor stated the Sutton Coldfield Bid had undertaken work on their street cabinets. Previously, as an alternative to using an artist(s) Councillor P Taylor had suggested that perhaps the Town Council could look at a vinyl wrap to improve their appearance.

Referring to Lichfield District Council's Clean and Green Programme, Councillor Woodward explained that District Councillors for the Chase Terrace Ward were trying to place decals on the former oak pub however this was proving complicated. Members felt that it may be worth checking with other District Councillors e.g. Highfield Ward, Summerfield and All Saints Ward etc if they had any funds left.

Short Form Video Project

The Town Clerk explained that there had been a short delay however a deadline had been given and filming was now complete and the script for voice overs was also now completed.

Community Asset Transfer

Referring to previous discussions, Councillor D Ennis confirmed that discussions were still ongoing with Lichfield District Council over the exact detail of the asset transfer. Councillor Woodward felt that Burntwood were being squeezed even more financially. Once the detail is known then a report would be submitted to this Committee for consideration.

Members referred to a social media post posted by Lichfield District Council on 06 July 2026 referring to the former Debenhams redevelopment site. They explained that District Councillors were being asked to consider a proposed additional investment of £5.56 million, Cabinet will consider the proposals before making a recommendation to Full Council where District Councillors will make the final decision on 14 July 2026.

On-going Policy Review

The Town Clerk explained that a policy matrix was being produced and he confirmed that the Town Council had achieved the silver standard of the Charter for the Bereaved for Burntwood Cemetery.

Pump Track for Burntwood

As the asset transfer detail had still not been resolved, Councillor D Ennis explained that the Town Council were now considering leasing the land at Redwood Park off Lichfield District Council. He also explained that because of the delay District Council Officers were taking to Cabinet an extension of time. Councillor D Ennis confirmed that the tender exercise was complete resulting in three designs being highlighted and an engagement strategy was ready to go.

Other Items for the Works Programme

Councillor D Ennis asked if the following items could be added to the Works Programme:

- Pricing Policy for the Chase Terrace Community Centre
- Pricing Policy for the Old Mining College Centre
- Pricing Policy for the Traffic Islands

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

6. EQUAL OPPORTUNITIES POLICY REVIEW

The Town Clerk explained to Members that this was basically housekeeping and the policy was in line with the Town Council's values. Referring to bullet point 5 – Recruitment and Selection, Councillor Woodward asked if blind shortlisting could be included (mitigating unconscious bias and promoting diversity during the initial screening phase).

RESOLVED That the Equal Opportunities Policy be approved and that the policy be reviewed at least every three years or sooner if legislation changes.

7. RE-ADOPTION OF SCHEME OF DELEGATION

The Town Clerk explained to Members that this was basically housekeeping and had not changed since it was last adopted. Councillor Woodward referred to bullet point 5.0 – Delegations to Committees and in particular 5.1 – Committees are not bound to exercise delegated powers and may at their discretion refer matters to the Council for decision. The Town Clerk referred to the Town Council's Financial Regulations and the fact that only Full Council can authorise any grant or single commitment in excess of £5,000.

RESOLVED That the Scheme of Delegation be re-adopted and that the scheme be reviewed annually or sooner if legislation changes.

8. COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT APPLICATION PROCEDURE

The Town Clerk explained that the Town Council do have a procedure but this is not necessarily written down and felt that the Town Council needed to formalise the process. The Town Clerk stated that there is currently c£149,832 and following Councillor Woodward's email that perhaps a further box could be added to the application form asking whether or not the organisation had applied for Lichfield District Council CIL funding. Councillor Woodward stated that it was disappointing to see a report on the District Council's CIL allocations for next week's Cabinet had no projects for Burntwood.

Councillor P Taylor understood that Lichfield District Council's CIL was more restrictive and believed that projects eligible, this time round, related to new projects and not repairs or renovations.

Councillor Norman referred to the link www.burntwood-tc.gov.uk which does not link to the Burntwood Neighbourhood Plan which was difficult to find on the website.

Referring to the Community and Partnerships Committee dated 02 July 2026 where Members discussed in detail the Better Burntwood Fund – Commissioning Programme, Councillor D Ennis explained that the Community Development and Engagement Officer will be running a public consultation (from 27 July to 18 October) with target areas being identified and agreed on 09 November 2026 and he felt that the agreed target areas could tie in with the CIL target areas (eligible projects).

Councillor Woodward referred to bullet point 7 – Decision Making of the procedure and referred to schemes of delegation as the bullet point refers to the applications being considered by the Planning and Development Committee but Full Council to make the final decision. The Town Clerk confirmed that applications will be considered by the Planning and Development Committee with a recommendation to Full Council.

Councillor P Taylor explained that Lichfield District Council's Cabinet sets the criteria in line with a published document (the Infrastructure Delivery Plan (IDP) is a 'living' document published as part of the evidence base to the Local Plan) so should the Town Council's criteria align with the Burntwood Neighbourhood Plan. Councillor Norman pointed out that the Neighbourhood Plan has to comply with the Local Plan however this has been delayed.

RESOLVED That the procedure in principle be approved and that the target areas (eligible projects) be ratified by Full Council (once the results of the public consultation are known) before a final decision is made.

(Councillor Woodward left the room)

9. BURNTWOOD RESPONSE AND REPAIR TEAM APPRENTICE

Members felt that an apprentice would give the Town Council an opportunity to train an individual in specific, high-demand areas, often moulding the staff member to understand exactly what the Town Council needs. It is important to recognise the benefits of apprenticeships and they also boost local employment.

RECOMMENDED TO FULL COUNCIL That

- a. The creation of the new post be confirmed.
- b. The Town Clerk be authorised to investigate apprenticeship providers, funding opportunities and development a recruitment process.
- c. The necessary expenditure for the new post be approved for this financial year (to be met from General Reserves).
- d. Provision be included within the forthcoming budget (2027/28) for the establishment of the role.

(Councillor Woodward re-entered the room)

10. INTERNAL AUDITOR'S REPORT 2025-26

Councillor P Taylor pointed out that the Internal Audit Report referred to asterisks on pages 2, 3, 5 and 6 but there was no corresponding key. The Town Clerk stated that he would obtain an explanation from the Finance Officer. Referring to the pump track, Councillor P Taylor referred to E of the Internal Audit Report – VAT and the complications associated therewith and suggested it may be appropriate to appoint a 'third party'. The Town Clerk confirmed that he would speak to the Finance Officer.

RESOLVED That the comments of the Internal Auditor be noted and that a review of its earmarked reserves be undertaken.

(The Meeting closed at 7.08 pm)

Signed

Dated

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

	DATE PAID	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
						£	£	£
1	01 07 26	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
2	01 07 26	Golds Garages Limited	Hire of Van	CARD	212/4767	107.00	21.40	128.40
3	01 07 26	Amazon	Centre - Hanging Basket Brackets Heavy Duty	CARD	206/4241	41.65	8.33	49.98
4	01 07 26	Amazon	Recoil Starter Pull Cord	CARD	104/4056	8.74	1.75	10.49
5	06 07 26	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
6	12 07 26	EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	35.00	7.00	42.00
7	14 07 26	Order Uniform UK Limited	Workwear	CARD	107/4059	300.25	60.05	360.30
8	15 07 26		Employee Costs Month 4	BACS	107/4019 & 104/4019	13,121.22	0.00	13,121.22
9	15 07 26		LGPS Month 4	BACS	107/4019 & 104/4019	4,397.83	0.00	4,397.83
10	15 07 26		NI/PAYE Month 4	BACS	107/4019 & 104/4019	4,829.43	0.00	4,829.43
11	15 07 26	Screwfix	Outside Tap, Hinged Pipe Clip, Masks with Filters	BACS	104/4056	200.07	40.02	240.09
12	15 07 26	Café Fika	Wakes 26 - Packed Lunches	BACS	213/4390	1,249.30	0.00	1,249.30
13	15 07 26	Café Fika	Play in the Parks 26 - Packed Lunches	BACS	213/4761	2,656.70	0.00	2,656.70
14	15 07 26	G E Collis and Sons Limited	5m Tape, Weed Block, Staples, Screws, Bonemeal	BACS	104/4056	35.03	7.01	42.04
15	15 07 26	G E Collis and Sons Limited	Grommets, Ant Killer, Path Clear, Hozelock Sprayers	BACS	104/4056	307.35	61.45	368.80
16	15 07 26	G E Collis and Sons Limited	Roller Set, Cupboard Lock, Brushes, Mouldings	BACS	100/4997	34.74	6.94	41.68
17	15 07 26	G E Collis and Sons Limited	Saw, Fixings, Screw Bit, Screws	BACS	104/4056	39.14	7.82	46.96
18	15 07 26	The Stambridge Group Limited	Cemetery Open & Close - May 2026	BACS	401/4863	312.00	62.40	374.40
19	15 07 25	RB Services Limited	OMCC Portable Appliance Testing	BACS	104/4059	232.05	46.41	278.46
20	15 07 25	RB Services Limited	Community Centre Portable Appliance Testing	BACS	502/4065	45.00	9.00	54.00
21	15 07 26	inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups June 26	BACS	108/4171	229.00	45.80	274.80
22	15 07 26	G E Collis and Sons Limited	Scaffold Boards and Saw	BACS	104/4056	44.24	8.83	53.07
23	15 07 26	G E Collis and Sons Limited	Hose Adaptor, Slug & Snail Killer, Plant Seed	BACS	104/4056	59.68	11.92	71.60
24	15 07 26	Lift Safe Limited	BuRRT Replacement of Batteries	BACS	212/4767	1,837.87	367.57	2,205.44
25	15 07 26	Lift Safe Limited	BuRRT Parts	BACS	212/4767	150.65	30.13	180.78
26	15 07 26	Stannah Lift Services Limited	OMCC Lift (period 28.06.2026 to 27.09.2026)	BACS	104/4056	96.64	19.33	115.97
27	15 07 26	JWS Design and Landscapes	Cemetery Box Mowing 12 Visits	BACS	401/4864	2,580.00	0.00	2,580.00
28	15 07 26	P C Paramedics	IT Support (period 17.06.26 to 17.07.26)	BACS	107/4139	408.68	81.73	490.41
29	15 07 26	P C Paramedics	Centre IT Support (period 01.06.26 to 30.06.26)	BACS	502/4065	64.99	13.00	77.99
30	15 07 26	P C Paramedics	IT Support (period 01.07.26 to 31.07.26)	BACS	107/4139	231.00	46.20	277.20
31	15 07 26	Screwfix	BuRRT Tools - 18v Battery Pack	BACS	212/4766	91.67	18.33	110.00
32	15 07 26	Screwfix	Centre Heavy Duty Brackets	BACS	206/4241	45.29	9.07	54.36
33	15 07 26	M J Motors Limited	BuRRT MOT	BACS	212/4767	140.00	20.00	160.00
34	15 07 26	Staffordshire Signs and Graphics	Wakes 26 Banner	BACS	213/4390	65.75	13.15	78.90
35	15 07 26	Gemma Hunt	Wakes 2026 - Host	BACS	213/4390	600.00	0.00	600.00

	DATE PAID	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
						£	£	£
36	15 07 26	Screwfix	Cemetery Lock	BACS	401/4863	27.48	5.50	32.98
37	15 07 26	Crown Gas and Power Limited	Centre Gas (period 01.06.26 to 30.06.26)	DD	502/4055	76.47	3.82	80.29
38	15 07 26	Crown Gas and Power Limited	OMCC Gas (period 31.5.26 to 1.7.26)	DD	104/4055	263.77	13.19	276.96
39	15 07 26	Lichfield Community Media CIC	Lichfield & Burntwood Independent Advert 9.7.26 & 23.7.26	BACS	108/4171	640.00	0.00	640.00
40	15 07 26	Café Fika	Wakes 26 - Hospitality	BACS	213/4390	50.00	0.00	50.00
41	15 07 26	Sage	Payroll 01.07.26 to 31.07.26	DD	107/4139	8.00	1.60	9.60
42	15 07 26	Amazon	Gas Weed Killer Burner Blaster	CARD	104/4056	33.25	6.65	39.90
43	16 07 26	Calabash Mint Limited	Cloakroom Items	CARD	104/4059	78.04	15.61	93.65
44	18 07 26	BNP Paribas Leasing Solutions	Lease of Photocopier	DD	107/4211	100.63	20.13	120.76
45	19 07 26	Crown Gas and Power Limited	OMCC Electricity (period 31.05.26 to 30.06.26)	DD	104/4055	478.56	95.72	574.28
46	22 07 26	B&Q	5 x 6ft Folding Tables Heavy Duty	CARD	107/4211	124.96	24.99	149.95
47	26 07 26	Amazon	Office Chair	CARD	107/4139	57.72	11.55	69.27
48	26 07 26	Amazon	Office Chair	CARD	107/4139	57.72	11.55	69.27
49	26 07 26	Amazon	Office Chair	CARD	107/4139	57.72	11.55	69.27
50	26 07 26	Amazon	Office Chair	CARD	107/4139	57.72	11.55	69.27
51	30 07 26	Locksmith Frith Limited	OMCC Front Door	BACS	104/4056	185.00	37.00	222.00
52	30 07 26	Chasetown & District Horticultural	Better Burntwood Fund	BACS	302/4416	410.00	0.00	410.00
53	30 07 26	Café Fika	Play in the Parks 26 - Packed Lunches	BACS	213/4761	998.20	0.00	998.20
54	30 07 26	Screwfix	Metal Clad Socket, Pipe Thread Seal, Switch	BACS	104/4056	15.90	3.18	19.08
55	30 07 26	Screwfix	No Nonsense X8 White 290ml	BACS	104/4056	4.17	0.83	5.00
56	30 07 26	Screwfix	Black Cable Ties	BACS	104/4056	2.49	0.50	2.99
57	30 07 26	Screwfix	Cemetery - Tough Patch Pothole Repair	BACS	401/4163	5.00	1.00	6.00
58	30 07 26	Screwfix	External Flush Pipe Connector, Pro Sealant and Adhesive	BACS	104/4056	10.41	2.08	12.49
59	30 07 26	Screwfix	Duel-Flush Syphon Diaphragm, Heavy Duty Gaff Tape	BACS	104/4056	22.05	4.41	26.46
60	30 07 26	Screwfix	BuRRT Tools - Li-ion Battery	BACS	212/4766	87.50	17.50	105.00
61	30 07 26	Bert and Gerts Limited	Market 12.07.2026	BACS	213/4398	580.00	116.00	696.00
62	30 07 26	G E Collis and Sons Limited	Repair Links	BACS	104/4056	8.71	1.73	10.44
63	30 07 26	Focus	Line Rental Charges	DD	107/4057	204.02	40.80	244.82
64	30 07 26	Roadtech Traffic	Market 12.07.2026 Road Closure	BACS	213/4398	666.25	133.25	799.50
65	30 07 26	Screwfix	Cleaning Wipes White	BACS	202/4241	23.31	4.67	27.98
66	30 07 26	Screwfix	Staples	BACS	104/4056	7.48	1.50	8.98
67	30 07 26	Viking	Office Stationery and Cleaning Products	BACS	502/4065 & 107/4211	89.71	17.94	107.65
68	30 07 26	Viking	Cleaning Products	BACS	502/4065 & 104/4059	44.23	8.85	53.08
69	30 07 26	G E Collis and Sons Limited	Key Cutting, Pipe Collars, Repair Links, Handles, Sealant	BACS	104/4056	77.07	15.37	92.44
70	30 07 26	Enchanted Eve	Wakes 2026 - Have-A-Go Bubble Station	BACS	213/4390	320.00	0.00	320.00
71	30 07 26	L Roberts	Wakes 2026 - Stage Artist	BACS	213/4390	75.00	0.00	75.00
72	30 07 26	Nature Burrow Limited	Wakes 2026 - Petting Zoo	BACS	213/4390	535.00	0.00	535.00
73	30 07 26	Falconry and Hawking Centre	Wakes 2026 - Static Bird Display	BACS	213/4390	230.00	0.00	230.00
74	30 07 26	Ivory Flake Limited	Wakes 2026 - Graffiti Artist	BACS	213/4390	600.00	120.00	720.00

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
75	30	07	26	Urban Hax CIC	Wakes 2026 - Science Junkyard Session	BACS	213/4390	600.00	120.00	720.00
76	30	07	26	Butterflies Face Painting	Wakes 2026 - Face Painting	BACS	213/4390	220.00	0.00	220.00
77	30	07	26	Makers and Movers	Wakes 2026 - Dinosaur Workshop	BACS	213/4390	350.00	0.00	350.00
78	30	07	26	Great Barr Brass Band	Wakes 2026 - Stage Arena	BACS	213/4390	150.00	0.00	150.00
79	30	07	26	Glitter and HennaFest	Wakes 2026 - Face Glitter	BACS	213/4390	180.00	0.00	180.00
80	30	07	26	Story Magic	Wakes 2026 - Punch and Judy	BACS	213/4390	350.00	0.00	350.00
81	30	07	26	Gorsey Lea	Wakes 2026 - Stage Artist	BACS	213/4390	450.00	0.00	450.00
82	30	07	26	270 Adventure Limited	Wakes 2026 - Mobile Wall & Mobile Cave Balance	BACS	213/4390	1,672.50	334.50	2,007.00
83	30	07	26	The Best Fun Limited	Wakes 2026 - Inflatables	BACS	213/4390	1,207.50	241.50	1,449.00
84	30	07	26	Burntwood Be A Friend	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
85	30	07	26	CASES	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
86	30	07	26	Pathway Project	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
87	30	07	26	Burton and District Mind	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
88	30	07	26	Bethany Children's Home	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
89	30	07	26	RSPCA	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
90	30	07	26	Spark Burntwood	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
91	30	07	26	Rotary Club of Burntwood	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
92	30	07	26	Girlguiding International	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
93	30	07	26	Archie's Heart and Teddies	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
94	30	07	26	Support Staffordshire	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
95	30	07	26	Chloe Small Foundation	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
96	30	07	26	J&B Medical & Security Services Ltd	Wakes 2026 - First Aid & Security Provision	BACS	213/4390	826.50	165.30	991.80
97	30	07	26	Burntwood Road Sweepers Ltd	Wakes 2026 - Portaloo	BACS	213/4390	700.00	140.00	840.00
98	30	07	26	Seventeen43 Limited	Wakes 2026 - Event Management	BACS	213/4390	2,385.00	0.00	2,385.00
99	30	07	26	Parkinsons	Wakes 2026 - Stall Refund	BACS	213/4390	20.00	0.00	20.00
100	30	07	26	Ridgway Burial Services	Cemetery Grave Digger	BACS	401/4810	100.00	0.00	100.00
101	30	07	26	MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period June-26	DD	107/4211	42.87	8.57	51.44
102	01	08	26	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
103	03	08	26	Crown Gas and Power Limited	Centre Electricity (period 13.05.26 to 30.06.26)	DD	502/4055	56.24	2.81	59.05
104	06	08	26	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
105	12	08	26	EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	35.00	7.00	42.00
106	14	08	26		Employee Costs Month 5	BACS	107/4019 & 104/4019	13,057.82	0.00	13,057.82
107	14	08	26		LGPS Month 5	BACS	107/4019 & 104/4019	4,397.83	0.00	4,397.83
108	14	08	26		NI/PAYE Month 5	BACS	107/4019 & 104/4019	4,892.83	0.00	4,892.83
109	14	08	26	The Stambridge Group Limited	Cemetery Open & Close - June 2026	BACS	401/4863	331.50	66.30	397.80
110	14	08	26	Lichfield District Council	Wakes 2026 Removal of Rubbish	BACS	213/4390	167.00	33.40	200.40
111	14	08	26	G E Collis and Sons Limited	Bucket, Bitumen Paint, Paint Brushes, Screwdriver Tips	BACS	104/4056	35.39	7.07	42.46
112	14	08	26	G E Collis and Sons Limited	Staples, Handles, Bungee Cord, Shovels	BACS	104/4056	27.65	5.53	33.18
113	14	08	26	G E Collis and Sons Limited	Gas Cylinder, Hand Brushes, Garden Hoe, Decking Oil	BACS	104/4056	127.59	25.49	153.08

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
114	14	08	26	inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups July 26	BACS	108/4171	229.00	45.80	274.80
115	14	08	26	Keelys Solicitors	Employer Support Scheme (12 months commencing 01.08.26)	BACS	107/4180	999.00	199.80	1,198.80
116	14	08	26	Diamond Fire and Security	Community Centre Fire Door Inspection	BACS	502/4065	200.00	40.00	240.00
117	14	08	26	Clean All (Windows) Limited	Community Centre Window Cleaning	BACS	502/4065	43.79	8.76	52.55
118	14	08	26	Clean All (Windows) Limited	OMCC Window Cleaning	BACS	104/4059	152.51	30.50	183.01
119	14	08	26	Eventex UK Limited	Wakes 2026 - Stage	BACS	213/4390	1,240.00	248.00	1,488.00
120	14	08	26	Pat Collins Funfair	Wakes 2026 - Funfair Rides	BACS	213/4390	3,400.00	0.00	3,400.00
121	14	08	26	J&M Electrical Supplies	7W Downlight, 5FT LED Batten	BACS	104/4056	283.95	56.79	340.74
122	14	08	26	G E Collis and Sons Limited	Cable Ties, Filler, Brackets	BACS	104/4056	40.98	8.20	49.18
123	14	08	26	G E Collis and Sons Limited	Door Latches, Steel Hinges, Brush, Tape, Buckets	BACS	104/4056	44.21	8.84	53.05
124	14	08	26	S Lightfoot	Wakes 26 - Volunteer - Flowers - Reimbursement	BACS	104/4211	34.98	0.00	34.98
125	14	08	26	G E Collis and Sons Limited	Primer and PVC Cleaner	BACS	104/4056	14.59	2.92	17.51
126	14	08	26	G E Collis and Sons Limited	Bus Shelter - Post Caps, 2.5L Stain	BACS	201/4241	148.19	29.64	177.83
127	14	08	26	Ridgway Burial Services	Cemetery Grave Digger	BACS	401/4810	100.00	0.00	100.00
128	14	08	26	Black Rose Solutions Limited	Community Centre COF Audit	BACS	502/4066	111.00	22.20	133.20
129	14	08	26	Integrated Water Services	Centre Legionella Temperature Monitoring - Monthly - July	BACS	502/4065	65.00	13.00	78.00
130	14	08	26	Integrated Water Services	OMCC Legionella Temperature Monitoring - Monthly - July	BACS	104/4056	65.00	13.00	78.00
131	14	08	26	Cathedral Leasing Limited	OMCC Supply of Hygiene Services (Quarterly)	BACS	104/4059	84.48	16.90	101.38
132	14	08	26	P C Paramedics	IT Support (period 17.07.26 to 17.08.26)	BACS	107/4139	408.68	81.73	490.41
133	14	08	26	P C Paramedics	Centre IT Support (period 01.07.26 to 31.07.26)	BACS	502/4065	64.99	13.00	77.99
134	14	08	26	P C Paramedics	IT Support (period 01.08.26 to 31.08.26)	BACS	107/4139	231.00	46.20	277.20
135	14	08	26	Sage	Payroll 01.08.26 to 31.08.26	DD	107/4139	8.00	1.60	9.60
136	14	08	26	Screwfix	Bosch Holesaw, Flat Brush Set, Cistern Lever Arm	BACS	104/4056	28.39	5.69	34.08
137	14	08	26	K Horner	Centre Annual Anniversary Celebration - Reimbursement	BACS	502/4066	5.63	1.12	6.75
138	14	08	26	K Horner	Newsletter Mailchimp - Reimbursement	BACS	108/4171	9.73	1.94	11.67
139	14	08	26	Crown Gas and Power Limited	Centre Gas (period 30.06.26 to 04.08.26)	DD	502/4055	972.70	194.54	1,167.24
140	21	08	26	Crown Gas and Power Limited	OMCC Gas (period 01.07.26 to 30.07.26)	DD	104/4055	156.87	7.84	164.71
141	21	08	26	Crown Gas and Power Limited	OMCC Electric (period 30.06.26 to 30.07.26)	DD	104/4055	484.36	96.88	581.24
142	28	08	26	Focus	Line Rental Charges	DD	107/4057	202.45	40.49	242.94
143	28	08	26	MB Office Systems Limited	Photocopier Charges for Mono & Colour Billing Period July-26	DD	107/4211	39.47	7.89	47.36
144	01	09	26	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
145	06	09	26	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
146	12	09	26	EE	Contract Charges for Tablet & Mobile Phone	DD	107/4057	35.00	7.00	42.00
147	15	09	26		Employee Costs Month 6	BACS	107/4019 & 104/4019	15,420.52	0.00	15,420.52
148	15	09	26		LGPS Month 6	BACS	107/4019 & 104/4019	5,268.34	0.00	5,268.34
149	15	09	26		NI/PAYE Month 6	BACS	107/4019 & 104/4019	6,288.62	0.00	6,288.62
150	15	09	26	Staffordshire Pest Control Limited	OMCC Pest Control 19.07.26 to 18.10.26	BACS	104/4056	60.00	12.00	72.00
151	15	09	26	Cathedral Leasing Limited	Centre Supply of Hygiene Services (Quarterly)	BACS	502/4065	78.00	15.60	93.60
152	15	09	26	Brindley, Twist, Tafft & James	Personal Injury Claim	BACS	107/4180	1,721.60	344.32	2,065.92

	DATE PAID	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
						£	£	£
153	15 09 26	Bert and Gerts Limited	Market 09.08.2026	BACS	213/4398	580.00	116.00	696.00
154	15 09 26	G E Collis and Sons Limited	Spray Paint	BACS	104/4056	17.24	3.46	20.70
155	15 09 26	G E Collis and Sons Limited	Silicone, Carpet Spray, Angle Grinder Key	BACS	104/4056	32.99	6.58	39.57
156	15 09 26	G E Collis and Sons Limited	Brackets, Back Box, Fused Switch, Plug Socket, Silicone	BACS	104/4056	50.62	10.12	60.74
157	15 09 26	Roadtech Traffic	Market 09.08.2026 Road Closure	BACS	213/4398	666.25	133.25	799.50
158	15 09 26	The Stambridge Group Limited	Cemetery Open & Close - July 2026	BACS	401/4863	409.50	81.90	491.40
159	15 09 26	The Best Fun Limited	Play in the Parks 26 - Inflatable - 27.07.26	BACS	213/4761	395.00	79.00	474.00
160	15 09 26	The Best Fun Limited	Play in the Parks 26 - Inflatable - 29.07.26	BACS	213/4761	440.00	88.00	528.00
161	15 09 26	The Best Fun Limited	Play in the Parks 26 - Inflatable - 03.08.26	BACS	213/4761	395.00	79.00	474.00
162	15 09 26	The Best Fun Limited	Play in the Parks 26 - Inflatable - 05.08.26	BACS	213/4761	440.00	88.00	528.00
163	15 09 26	The Best Fun Limited	Play in the Parks 26 - Inflatable - 10.08.26	BACS	213/4761	395.00	79.00	474.00
164	15 09 26	The Best Fun Limited	Play in the Parks 26 - Inflatable - 12.08.26	BACS	213/4761	440.00	88.00	528.00
165	15 09 26	The Best Fun Limited	Play in the Parks 26 - Inflatable - 17.08.26	BACS	213/4761	415.00	83.00	498.00
166	15 09 26	Pat Collins Funfairs	Play in the Parks 26 - Funfair Rides	BACS	213/4761	900.00	0.00	900.00
167	15 09 26	Glitter and HennaFest	Play in the Parks 26 - Face Glitter	BACS	213/4761	1,400.00	0.00	1,400.00
168	15 09 26	Lichfield Community Media CIC	Lichfield & Burntwood Independent Advert 20.08.26	BACS	108/4171	80.00	0.00	80.00
169	15 09 26	Seventeen43 Limited	Play in the Parks 26 - Event Management & Gazebos	BACS	213/4761	2,375.00	0.00	2,375.00
170	15 09 26	Screwfix	Oval Shaped Up and Down Light, Adjustable Inlet Trap	BACS	104/4056	30.40	6.09	36.49
171	15 09 26	Screwfix	Double Bowl Sink Waste and Trap Kit	BACS	104/4056	19.16	3.83	22.99
172	15 09 26	Screwfix	Socket Set, Pile Sleeves, Nuts, Brush Set	BACS	104/4056	66.45	13.30	79.75
173	15 09 26	Screwfix	Cleaning Wipes, Brushless Combi & Impact Twin Kit	BACS	206/4241	194.14	38.84	232.98
174	15 09 26	Screwfix	Concealer Premium Goggle	BACS	104/4056	16.65	3.33	19.98
175	15 09 26	Greenhills Nursery	Brighter Burntwood Compost	BACS	206/4241	160.00	0.00	160.00
176	15 09 26	inLIFE Design Limited	Website Package, Security Updates, Hosting/Backups Aug-26	BACS	108/4171	229.00	45.80	274.80
177	15 09 26	G Burley and Sons Limited	Barrier Baskets 1250mm and Delivery	BACS	206/4241	2,210.00	442.00	2,652.00
178	15 09 26	Ridgway Burial Services	Cemetery Grave Digger	BACS	401/4810	200.00	0.00	200.00
179	15 09 26	PPL PRS	Xmas Event - Music Licence	BACS	213/4262	337.28	67.46	404.74
180	15 09 26	Rock Compliance Limited	Centre Legionella Temperature Monitoring - Monthly - Aug	BACS	502/4065	65.00	13.00	78.00
181	15 09 26	Screwfix	Brighter Burntwood - Washers, Nuts	BACS	206/4241	64.95	12.99	77.94
182	15 09 26	G E Collis and Sons Limited	Drill Bits, Washers, Nuts	BACS	104/4056	34.79	6.79	41.58
183	15 09 26	G E Collis and Sons Limited	Padbolt, Rake, Spade, Pick Axe	BACS	104/4056	38.18	7.65	45.83
184	15 09 26	G E Collis and Sons Limited	Brackets, Brushes, Mouldings	BACS	104/4056	21.98	4.35	26.33
185	15 09 26	G E Collis and Sons Limited	Shed Felt, Nails	BACS	104/4056	33.74	6.75	40.49
186	15 09 26	P C Paramedics	IT Support (period 17.08.26 to 17.09.26)	BACS	107/4139	408.68	81.73	490.41
187	15 09 26	P C Paramedics	Centre IT Support (period 01.08.26 to 31.08.26)	BACS	502/4065	64.99	13.00	77.99
188	15 09 26	P C Paramedics	IT Support (period 01.09.26 to 30.09.26)	BACS	107/4139	231.00	46.20	277.20
189	15 09 26	Daulby Read Limited	Xmas Events Insurance	BACS	213/4262	670.69	0.00	670.69
190	15 09 26	Viking	A4 Paper, Scissors, Bin Bags Assorted Plasters	BACS	104/4059 & 107/4211	44.32	8.86	53.18
191	15 09 26	WEL Medical Limited	Defib Pads	BACS	214/4764	335.95	67.19	403.14

	DATE PAID	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
						£	£	£
						128,220.49	6,388.79	134,609.28

PETTY CASH SPEND

<u>DATE</u>	<u>ITEM</u>	<u>SPEND</u>	<u>CASH OUT BANK</u>
02.07.26	Diesel for Van Hire	£15.00	
06.07.26	Petrol Control Strimmer	£19.10	
07.08.26	Toilet Rolls for OMCC Disabled Toilet	£6.75	
18.08.26	Petty Cash Withdrawal		£100.00
18.08.26	Memorial Plaque and Engraving of Chain of Office	£45.00	
21.08.26	Drill Bits for Planters	£18.68	
04.09.26	Toilet Rolls for OMCC Disabled Toilet	£4.25	
	Balance	£75.60	

AGENDA ITEM 4 - ENCLOSURE NO. 2B

Policy and Resources Committee - Works Programme – September 2026

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
1.	Brighter Burntwood. <i>Planters, wildflowers, hanging baskets, traffic islands</i>	Autumn 2025		On-going. Planting in the triple tier planters completed. Hanging baskets and watering system install at CTCC, and OMC. First of the rail planters installed and ready for winter planting, at Sankey's Corner.	On-going	Steve Lightfoot	Cllr Norman
2.	Short form video project	September 2025	To commission short form videos to increase profile on social media.	Filming now completed. Script for voice over now completed. First video released. Voice over work taking place on the others.	Spring 2026	Steve Lightfoot / Kat Horner	Cllr D Ennis
3.	Community Asset Transfer	September 2025	To investigate the potential to acquire from LDC certain local infrastructure items	Draft business plan submitted to LDC. Business plan submitted and will be considered by LDC Cabinet in February. Decision delayed by LDC again. On going dynamic discussions with Leader. Verbal update.	Tbc 2 July Meeting	Steve Lightfoot	Cllr D Ennis

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
4.	On-going policy review	September 2025	A number of Council policies are reviewed on a regular basis	The Clerk's forward plan lists which policy needs a review and when. EG Standing Orders is reviewed and adopted annually. Working from Home Policy Financial Regulations Cemetery Regulations Dignity at Work (Bullying and Harassment) Policy	On going September November	Steve Lightfoot LJ	Cllr S. Woodward (Chair)
5.	Pump-Track for Burntwood		To support the development of Pump Track facility for Burntwood	CIL application from BTC submitted to LDC for consideration. LDC approved an allocation of £300K to BTC (March) to install a pump track for Burntwood (subject to conditions). Tender exercise complete. Land acquisition linked to CAT.	Dependant on land acquisition (see Community Asset Transfer)	Steve Lightfoot	Cllr D Ennis

September 2026 Completed items.

On-going items / cancelled items

IT Policy, Legionella Policy	completed		Checking Defibs	Routine tasks, monthly
Standing orders and other procedures	Completed		CIL Expenditure	Going-on to complete projects
Short form videos	Completed.		Safeguarding Policy	Completed / re-adopted
Infant Funeral Policy	Adopted		Brighter Burntwood	In progress

Policy and Resources Committee

21 September 2026

Town of Culture Expression of Interest and Place Making & Strategic Cultural Strategy – Phase 2 (Portrait)

Purpose of Report

To update Members on the outcome of the Council's Expression of Interest to the Town of Culture programme and to revisit the deferred decision regarding the Place Making and Strategic Cultural Strategy – Phase 2 (Portrait).

Background

At the meeting held under Minute 54, Members considered a report on the Place Making and Strategic Cultural Strategy – Phase 2 (Portrait).

Following discussion, Councillor D Ennis proposed that consideration of Phase 2 be deferred pending the outcome of the Council's Expression of Interest to the Town of Culture programme. It was recognised that a successful bid could have secured funding of up to £60,000, aligning closely with the objectives of the Cultural Strategy and providing a significant contribution towards its delivery.

Members subsequently resolved:

That a decision regarding Phase 2 be deferred until such a time as an outcome for the Expression of Interest is communicated to the Council.

Update

The Council has now been informed that its Expression of Interest to the Town of Culture programme was unsuccessful and will not be progressing to the next stage of the process.

Whilst this is disappointing, the outcome provides certainty and allows Members to reconsider the previously deferred report on its own merits, independent of any potential Town of Culture funding.

The accompanying report on the Place Making and Strategic Cultural Strategy – Phase 2 (Portrait) is therefore resubmitted for Members' consideration.

Recommendation

That Members:

1. Note that the Council's Expression of Interest to the Town of Culture programme was unsuccessful.
2. Consider the accompanying report regarding the Place Making and Strategic Cultural Strategy – Phase 2 (Portrait).

Contact Officer

Steve Lightfoot, Town Clerk

steve.lightfoot@burntwood-tc.gov.uk

01543 677166

Policy and Resources Committee

21 September 2026

Place Making and Strategic Cultural Strategy – Phase 2 (Portrait)

1. Purpose of Report

To update Members on the proposed second phase ("Portrait") of the Place Making and Strategic Cultural Strategy and to seek a decision on whether to allocate funding for this phase.

2. Background

Members will be aware that the Council has been considering a three-phase approach to developing a Place Making and Strategic Cultural Strategy for Burntwood. The project is designed to establish a clear identity for the town, inform future planning, and support inward investment.

The three phases are:

- **Phase 1 – Reflect:** Internal stakeholder engagement and analysis (completed / underway as applicable). This was completed earlier this year.
- **Phase 2 – Portrait:** External engagement with residents, partners, and stakeholders.
- **Phase 3 – Capture:** Development of a final strategic vision and framework.

The total project cost is £30,000 (+VAT), with Phase 2 individually costed at **£10,000 (+VAT)**.

3. Phase 2 – Portrait

Phase 2 represents the principal engagement stage of the project. It will:

- Facilitate dialogue with residents, community groups, and stakeholders.
- Identify local aspirations, perceptions, and opportunities.
- Map existing cultural and community assets.
- Generate qualitative and quantitative evidence to inform the final strategy.

The outputs will include a documented analysis capturing the "voice" of the town and identifying themes, opportunities, and potential areas for intervention.

4. Financial Implications

The cost of Phase 2 is **£10,000 (+VAT)**, with staged payments:

- Initial: £3,000 (+VAT)
- Mid-stage: £3,000 (+VAT)
- Completion: £4,000 (+VAT)

Members will need to determine whether sufficient budget provision exists and whether this represents value for money in the context of the Council's wider priorities.

5. Risks and Considerations

- **Financial risk:** Commitment to Phase 2 does not obligate the Council to proceed to Phase 3 but represents a further investment in the project.
- **Delivery risk:** The value of the final strategy is dependent on progressing through all three phases.
- **Reputational impact:** Proceeding may demonstrate commitment to community engagement; not proceeding may limit strategic development in this area.

6. Options

Members are asked to consider the following options:

1. **Approve funding** for Phase 2 (Portrait).
2. **Decline funding** for Phase 2 and cease progression of the project at this stage.

7. Decision Required

Members are requested to:

- Note the report; and
- Determine whether to fund Phase 2 of the Place Making and Strategic Cultural Strategy.

Contact Officer

Steve Lightfoot
Town Clerk
steve.lightfoot@burntwood-tc.gov.uk
01543 677166

BURNTWOOD TOWN COUNCIL

Home and Hybrid Working Policy

1. Purpose

Burntwood Town Council recognises that, where appropriate, flexible working arrangements can support employee wellbeing, improve productivity, assist recruitment and retention, and contribute to business continuity.

This policy sets out the arrangements under which employees may work from home or other approved remote locations whilst ensuring that Council services continue to be delivered effectively, securely, and professionally.

The Council's primary responsibility remains the delivery of services to residents, visitors, elected members, and stakeholders. Home working is therefore a privilege rather than an entitlement and must not adversely affect service delivery.

2. Scope

This policy applies to all employees of Burntwood Town Council.

The nature of some roles means that home working is not usually practicable. Operational staff, maintenance staff, caretaking staff and any role requiring a physical presence at a Council site will generally be expected to work from their designated workplace.

The Town Clerk reserves the right to determine whether a role is suitable for home working.

3. Principles

The Council will be guided by the following principles:

- Service delivery must not be compromised.
- Residents, councillors and colleagues must continue to receive a professional and responsive service.
- Home working arrangements must be fair and consistent.
- Employees remain subject to the same standards of conduct, performance and attendance whether working remotely or in the workplace.
- Data protection, confidentiality and information security requirements must be maintained at all times.

4. Eligibility

Home working may be considered where:

- The duties of the role can be effectively undertaken remotely.
- Suitable technology and connectivity are available.

- The employee has demonstrated satisfactory performance and attendance.
- The arrangement can be accommodated without detriment to service delivery.

Approval will be at the discretion of the Town Clerk.

5. Home Working Arrangements

Employees must obtain prior approval before working from home.

Unless otherwise agreed:

- Home working will be occasional or part of a hybrid arrangement.
- Employees must remain available during their normal contracted working hours.
- Employees must be contactable by telephone, email and Microsoft Teams (or equivalent communication platform).
- Employees may be required to attend the workplace, meetings or events on any working day where operational requirements dictate.

The Council reserves the right to require employees to attend the workplace at short notice where reasonably necessary.

6. Working Hours

Employees working from home are expected to:

- Work their contracted hours.
- Take appropriate rest breaks.
- Record working time in accordance with Council procedures.
- Avoid undertaking personal activities during working hours.

Home working should not be used as a substitute for childcare, caring responsibilities or other personal commitments.

7. Equipment and Technology

The Council may provide equipment necessary for home working, including:

- Laptop computers.
- Mobile phones.
- Other approved ICT equipment.

Council equipment remains Council property and must:

- Be used primarily for Council business.
- Be kept secure at all times.

- Not be used by family members or other third parties.
- Be returned immediately upon request or termination of employment.

Employees are responsible for taking reasonable care of Council equipment.

8. Information Security and Confidentiality

Employees working remotely must comply with:

- The UK General Data Protection Regulation (UK GDPR).
- Data Protection Act 2018.
- Council ICT policies.
- Confidentiality obligations.

Employees must:

- Ensure confidential information cannot be viewed by others.
- Use Council-approved systems and devices.
- Secure paper documents when not in use.
- Report any data breach or security incident immediately.

Confidential documents should not be printed at home unless absolutely necessary and authorised.

9. Health and Safety

The Council has a duty of care towards employees working from home.

Employees must:

- Complete any required home working risk assessment.
- Ensure their workspace is safe and suitable.
- Report any work-related accident, injury or health concern immediately.
- Maintain an appropriate workstation arrangement.

The Council reserves the right to review the suitability of home working arrangements where health and safety concerns arise.

10. Expenses

Unless otherwise agreed, the Council will not reimburse:

- Household utility costs.
- Broadband charges.

- Home insurance premiums.
- General household expenses.

Any exceptional expenditure must be approved in advance by the Town Clerk.

11. Performance and Communication

Employees working remotely are expected to:

- Maintain regular contact with colleagues and managers.
- Attend meetings as required.
- Meet agreed objectives and deadlines.
- Respond to emails, telephone calls and correspondence within reasonable timescales.

Managers will monitor performance based on outputs, service standards and objectives rather than physical presence.

12. Business Continuity

Home working may be required during:

- Severe weather events.
- Public health emergencies.
- Building closures.
- ICT disruptions.
- Other business continuity incidents.

Employees may be directed to work from home where operationally necessary.

13. Review and Withdrawal

Home working arrangements will be kept under review.

The Council may withdraw or amend any home working arrangement where:

- Service delivery is affected.
- Performance concerns arise.
- Operational requirements change.
- Health and safety concerns are identified.
- Policy requirements are not followed.

Where possible, reasonable notice will be given before arrangements are changed.

14. Equality

The Council will operate this policy fairly and consistently and in accordance with the Equality Act 2010.

Requests for flexible working will be considered on their individual merits and in accordance with statutory requirements.

15. Responsibility

Overall responsibility for the implementation of this policy rests with the Town Clerk.

Employees are responsible for complying with the requirements of this policy and any associated procedures.

Policy Review

Date Adopted: 21 September 2026

Review Date: 2029 (three years or if legislation or circumstances change)

Responsible Officer: Town Clerk

Burntwood Town Council

Policy and Resources Committee

Monday 21st September 2026

Chase Terrace Community Centre annual report

1. Purpose of Report

The purpose of this report is to update Members on the progress of Chase Terrace Community Centre after its first complete year of opening, and to consider hire charges for the coming year.

2. Background

Burntwood Town Council purchased the former Chase Terrace Methodist Church in December 2023 and was awarded over £180,000 from the Government's Community Ownership Fund (COF) in May 2024, enabling substantial renovations to turn it from a dated church building to a vibrant community centre.

The renovations and extension were undertaken by Lichfield West Midlands Trading Services (LWMTS) and Chase Terrace Community Centre (CTCC) was officially opened on the 8th August 2025 as a vibrant, functional and affordable community space for Burntwood residents and it's thriving community and voluntary sector.

CTCC has been operational for over 12 months now and has exceeded the expectations originally set out in the business plan submitted as part of the COF application, with further opportunity to grow and ensure the centre sustains its own costs into the second year.

This report provides information about CTCC from August 2025 – July 2026.

3. Usage

From it's opening on 8th August 2025 – 31st July 2026, CTCC has taken 644 bookings. These bookings range from one-off public events such as theatre performances from Creative Burntwood, to private bookings for birthday parties, baby showers and engagement celebrations.

The bookings also include a significant number of regular weekly, bi-weekly or monthly hires for group activities. These activities are wide ranging and include baby and toddler groups, exercise classes, coffee mornings, youth groups, dog training, martial arts, peer support groups, dance classes, prenatal groups and wellbeing sessions.

When developing the business plan for the COF application, it was anticipated that CTCC would have a 25% occupancy rate for the first 6 months, a 40% occupancy rate for the following 12 months, and a 45% occupancy for the third year across 7 days per week. The information below demonstrates that these targets were quickly exceeded.

It is worth noting that the decision was taken to not allow regular hires during afternoon and evening sessions on Saturdays and Sundays to allow for one off events and private celebrations, so the below information demonstrates the occupancy levels not only across 7 days per week, but also Monday – Friday where regular bookings are unrestricted.

Chase Terrace Community Centre - 2025/26**7 day/week occupancy**

Month	Available sessions*	Occupied sessions	Percentage of occupancy
August (from w/c 11th Aug)	126	8	6%
September	180	50	28%
October	186	68	37%
November	180	74	41%
December	186	53	28%
January	186	74	40%
February	168	65	39%
March	186	82	44%
April	180	75	42%
May	186	87	47%
June	180	95	53%
July	186	93	50%
	2130	824	39%

*6 sessions per day

Chase Terrace Community Centre - 2025/26**Monday - Friday occupancy**

Month	Available sessions*	Occupied sessions	Percentage of occupancy
August (from w/c 11th Aug)	30	8	27%
September	132	45	34%
October	138	60	43%
November	120	55	46%
December	138	41	30%
January	132	59	45%
February	120	53	44%
March	132	62	47%
April	132	68	52%
May	126	65	52%
June	132	77	58%
July	138	63	46%
	1470	656	45%

*6 sessions per day

Many of our regular groups take a break during school holidays and so there is some fluctuation in occupancy rates outside of term time, particularly at Christmas and during the summer holidays.

4. Income and expenditure

From the COF business plan, it was anticipated that *"the first 12 months will show a loss on the Centre as an expected result of still establishing the Community Centre and beginning to raise the Centre's profile. Once established, the building will become self-sustaining, with funds for further investment."*

We have exceeded expectations on income in the first year and this is a strong position to be in as BTC continues to build CTCC's profile and occupancy rates, however the income and expenditure does not include staff centre management costs.

(Please note, for the purpose of this report, figures included are on a receipts and payments basis, and not on an income and expenditure basis and so may differ from financial reporting.)

Chase Terrace Community Centre - August 2025 - July 2026				
Month	Income	Income ex. VAT	Expenditure ex. VAT	Balance
August	£547.50	£456.25	£277.23	£179.02
September	£1,767.50	£1,472.92	£338.26	£1,134.66
October	£1,825.50	£1,521.25	£760.76	£760.49
November	£1,295.00	£1,079.17	£3,062.53	-£1,983.36
December	£2,165.00	£1,804.17	£1,017.60	£786.57
January	£1,735.00	£1,445.83	£932.16	£513.67
February	£1,830.00	£1,525.00	£1,141.19	£383.81
March	£1,905.00	£1,587.50	£1,051.93	£535.57
April	£1,917.50	£1,597.92	£1,517.56	£80.36
May	£2,137.50	£1,781.25	£1,371.15	£410.10
June	£2,345.49	£1,954.58	£4,856.22	-£2,901.64
July	£1,562.00	£1,301.67	£775.13	£526.54
Total:	£21,032.99	£17,527.51	£17,101.72	£425.79

Expenditure details

Categorising expenditure, the most significant costs are as follows:

Category	Total
Gas	£4,068
National Non Domestic Rates	£3,152
Cleaner	£2,998
CCTV/Internet	£936
Fire safety	£856
Tree reduction	£740
Cleaning supplies	£616
Refuse collection	£591
Water safety testing	£575
Electric	£403

While many of these costs should be anticipated annually, there are some points on which it is believed costs could alter:

Gas: CTCC has had significant challenges with its heating system following damage to the original thermostat during renovations, which has caused gas usage to be higher than may be necessary. It is also understood that there is an error with CTCC's gas meter and a gas engineer call out has been scheduled to diagnose this with a view to replacing it with a smart meter. It is believed that the gas costs should reduce following these identified issues being resolved.

Tree reduction: This cost will not be an annual requirement. The trees in the car park had not been reduced in some time and so it is anticipated that this will be required on a bi-annual basis depending on growth.

One off costs (not categorised above): Due to CTCC being newly open, total expenditure for the first year included costs that are not anticipated as being required again, such as the installation of a watering system for hanging baskets.

Staffing: As mentioned above, costs going forward should include staff centre management costs which will also increase expenditure.

5. Feedback

Anecdotal feedback has been overwhelmingly positive and it is important that CTCC's value is not just measured by income and expenditure, but by the social capital it provides to Burntwood.

A brief survey is sent out to regular and one-off hirers of CTCC offering the opportunity to provide BTC with feedback. The following are some of the results from the survey:

How would you rate the following?						
Answer Choices	Excellent	Good	Average	Poor	Not applicable	Response Total
Booking process	16	1	1	0	-	18
Communication with staff	18	0	0	0	-	18
Flexibility and support	18	0	0	0	-	18
Venue	17	1	0	0	0	18
Cleanliness	13	5	0	0	0	18
Access	16	2	0	0	0	18
Value for money	16	2	0	0	0	18
Kitchen facilities (if applicable)	12	1	0	0	5	18
Furniture (if applicable)	11	3	0	0	4	18
					answered	18
					skipped	0

We sometimes use testimonials to promote Chase Terrace Community Centre on our website and social media channels. If you would like to write a brief review for us, please add it here (optional).

Answer Choices		Response Total
1	Open-Ended Question	4
1	Chase Terrace Community Centre provides the perfect venue for my baby and toddler classes, with its spacious, clean hall, accessible doors and baby changing facilities. The car park offers plenty of space for parking, and the venue provides the perfect blank canvas, meaning it can be adapted for a variety of reasons and purposes. Kat has been very helpful with handling bookings, and I am always recommending the centre to those attending my sessions as the perfect place for their little one's birthday parties. Highly recommend! ★★★★★	
2	Would 100% recommend, good venue to add your own touch to for any occasion and very reasonably priced	
3	We hired Chase Terrace Community Centre for my daughter's third birthday party. We had around 12 children with parents and family also. Venue access was very easy, great parking, easy to gain entry and great communication from the point of booking up until the party date. Would recommend to anyone looking for a venue.	
4	I can't recommend this hall enough! Great value for money and the hall was so lovely and clean and spacious ! Good options to choose from as well to suit all!	
		answered 4
		skipped 14

6. Hire charges

Now CTCC is in daily use, BTC understand the needs of the centre fully.

CTCC's 12-month warranty period following completion of the building works has now come to an end, so all maintenance costs will be the responsibility of BTC.

While CTCC has generated a better than anticipated income in its first year, this is not enough to build a reserve that is needed for essential maintenance and repair works moving forward.

Hire charges per session are currently as follows:

Repeat bookings (minimum of one booking each fortnight over 2 months):

- Main Hall – £25 per session
- Community Room – £20 per session
- Kitchen – £10 per session (only one hirer per session for kitchen)
- Hire of whole Community Centre – £50 per session

One off booking:

- Main Hall – £30 per session
- Community Room – £25 per session
- Kitchen – £15 per session (only one hirer per session for kitchen)
- Hire of whole Community Centre – £60 per session

The sessions are for the morning (9am – 1pm), afternoon (1:30 – 5:30pm) and evening (6 – 11pm).

Discounts:

Support from Burntwood Town Council can be made available to enable small local organisations to access Chase Terrace Community Centre. A discount of up to 100% may be offered at the Councils discretion if the applicant meets the criteria outlined on BTC's website.

Discounts totalling £1,012 were provided during this period to several regular hirers to support them in establishing their groups, and all recipients have continued hiring CTCC on a long term basis.

7. Proposal

The above hire charges were set in the COF business plan written at the beginning of 2024. Utility prices have since risen, and we can now better understand CTCC's running costs.

CTCC is currently averaging a 39% occupancy rating across 7 days so there is scope to increase centre usage, although the afternoon session has proven to not be as popular as the morning and evening sessions which are currently fully booked during the week.

When looking at comparable local venues, CTCC's hire charges are reasonably priced and often cheaper than other hireable spaces in the area.

It is proposed that a review of the hire charges would be appropriate.

8. Options

- A) Maintain current hire charges
- B) Increase all hire charges by 5% (to be reviewed again in 6 months' time)
- C) Increase regular hire charges and one-off hire charges by differing percentages/amounts

In addition to the above options, it is suggested that members consider including a surcharge of £15 for bouncy castles or other equipment which is likely to use more resources.

An increase of 5% would adjust the charges to the following:

Repeat bookings	Current charge	5% increase
Main Hall	£25.00	£26.25
Community Room	£20.00	£21.00
Kitchen	£10.00	£10.50
Whole centre	£50.00	£52.50
One off booking:		
Main Hall	£30.00	£31.50
Community Room	£25.00	£26.25
Kitchen	£15.00	£15.75
Whole centre	£60.00	£63.00

9. Recommendation

It is recommended that members review the hire charges and decide whether to apply an increase or maintain current fees.

Officer recommendation is that option B is implemented on 1st January 2027, and in addition, a surcharge of £15 be added for items such as bouncy castles, and anything in the determination of the Chief Officer that could use extra resources such as electricity.

A flat increase of 5% across all room hires along with an increase in occupancy would ensure that rising costs are met while building the necessary reserves.

Contact Officer

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Policy and Resources Committee

Monday 21st September 2026

Burntwood Wakes Festival and Play in the Parks 2026 Report

1. Purpose of Report

To record the Council's summer events to enable Members to evaluate them and consider options for 2027 including budget recommendations.

2. Background

The Burntwood (Chase) Wakes has its origins in the traditional “wakes week” celebrations that developed in many mining and industrial communities during the 19th and early 20th centuries. These events were originally linked to church feast days and community holidays, providing an opportunity for working families to come together for entertainment, socialising and celebration.

The modern Wakes tradition reflects the history of Chasetown and Chase Terrace, communities that grew rapidly during the expansion of coal mining on Cannock Chase during the mid-19th century. The Wakes became an important part of local identity, bringing together generations of residents through fairs, entertainment, parades and community activities.

Over time, like many traditional local festivals, the Wakes evolved and changed, with some of the older elements such as formal parades disappearing. However, the principle of providing a community celebration and a free family event remained.

Following a period when the traditional event had declined, Burntwood Town Council revived and developed the Wakes from mid 2000's, as a modern community festival. The event was redesigned around providing a free family day out, with activities, entertainment, fairground attractions, community stalls and opportunities for local organisations to participate.

Since its revival, the Wakes has grown into one of Burntwood Town Council's flagship annual events, normally held at Burntwood Leisure Centre during the summer holidays. The modern format includes fairground rides, inflatables, live entertainment, community and charity stalls, food vendors and activities for children, with sponsorship and partnership support helping to maintain free access for residents.

The event continues the original purpose of the Wakes: bringing the community together, celebrating local identity and ensuring families can enjoy a high-quality event regardless of income.

Play in the Parks is a more recent initiative developed by Burntwood Town Council in response to the needs of local families during the summer school holidays. The programme was created to provide free, accessible activities for children and families at a time when many households face increased costs and pressures associated with keeping children entertained during the long summer break.

The original concept was based on two key aims:

- To provide free, fun and inclusive activities for children and families within their local communities.
- To encourage residents to make greater use of Burntwood's parks and open spaces as community assets.

The programme has developed into a series of summer holiday events delivered across different locations in Burntwood, offering activities such as games, crafts, sports, entertainment and inflatables. Events have also benefited from support from local partners, community groups and sponsors, enabling activities and refreshments to be provided free of charge.

Unlike the Burntwood Wakes, which has historic roots in the town's mining and community traditions, Play in the Parks was created as a modern community engagement initiative. Its purpose is to bring activity and enjoyment directly into neighbourhoods, remove barriers to participation, and help residents connect with local spaces and organisations.

Since its introduction, Play in the Parks has grown into an established part of the Council's summer programme, with events held across a range of community locations including parks, community venues and partner sites.

3. Objectives

- Provide free activities during the summer holidays.
- Encourage community cohesion.
- Support children's health and wellbeing.
- Increase participation in community life.
- Support local organisations.
- Promote the Town Council positively.
- Deliver value for money.

4. Operational Delivery

(a) Burntwood Wakes Festival

1. Held on Saturday 19 July, in perfect weather conditions, it is estimated that approximately 8000 people attended during the day, which is the greatest number in recent years. The weather in weeks immediately before BWF 26 had been excessively warm and dry, but on the day, temperatures had dropped to a manageable amount, and this likely accounted for the large increase in numbers.
2. As a result of the large numbers, it must be noted that parking was a problem. Several comments were made about inconsiderate parking in the streets surrounding Burntwood Leisure Centre. BTC staff had placed signs requesting consideration and had written to residents to let them know the details of the event. Consideration is

being given to other methods including using traffic cones and changing the language on the signs for future events, as well as other possible measures.

3. Survey. Evidence from the survey (although responses were limited) suggests that Burntwood Wakes 2026 was exceptionally well received by residents. Survey responses demonstrate overwhelming support for the event, with 97% wanting it to return in 2027 and 80% believing the current level of Council investment is appropriate.

Respondents particularly valued the event remaining free, recognising the positive impact this has on families during the current cost of living pressures. The main operational issue identified was parking, with repeated concerns regarding congestion and impacts on nearby residential streets. Other suggestions included improving toilet facilities, queue management, seating and site layout, while expanding creative activities, food vendors and entertainment.

Overall, the survey confirms that the Wakes is viewed as one of Burntwood's flagship community events, delivering significant social, community and economic benefits.

(b Play in the Parks.

The Play in the Parks events were held at Chase Terrace Park, Elder Lane Park, Redwood Park, St Anne's Church, Burntwood Community Memorial, Springhill Academy (Spark) and Burntwood Leisure Centre.

Benefitting from good weather, the events were all well attended. Thanks to sponsorship from Tara Group (The Noel Sweeny Foundation) enabled us to provide packed lunches for children at the Chasetown events, with BTC funds to provide at the other events.

The events featured face painting, craft activities, a small fun fair ride and a bouncy castle, and children were encouraged to play field games with colleagues from Active Lichfield.

Feedback from the public was consistently positive. One formal complaint was received, and investigated by the Town Clerk, who declined to uphold the complaint and advised the complaint of the reasons.

5. Expenditure

The Burntwood Wakes Festival remains the Council's largest annual community event and continues to attract significant attendance from residents across the town and surrounding area. In 2026, the total cost of delivering the event was **£25,142.54**. This was offset by **£550.00** in food trader income and **£4,941.67** in sponsorship contributions, resulting in a **net cost to the Council of £19,650.87**.

Play in the Parks continues to provide a programme of free family activities across Burntwood's parks during the summer holidays. In 2026, the total delivery cost was **£11,864.79**. Sponsorship income of **£3,359.67** reduced the **net cost to the Council to £8,505.12**.

The combined net cost of delivering both programmes in 2026 was therefore **£28,155.99**.

6. Recommendations.

Members are requested to consider the future delivery of the Council's annual community events programme, specifically the Burntwood Wakes Festival 2027 and Play in the Parks 2027, and determine whether they wish to:

- a) Continue both events broadly in their current format and budget provision;
- b) Expand the scale and scope of one or both events, with an associated increase in budget provision to be considered as part of the 2027/28 budget-setting process; or
- c) Reduce the scale of one or both events, with a corresponding reduction in budget provision.

Subject to Members' discussion, the Policy and Resources Committee is requested to make a recommendation to Full Council regarding the preferred option and the level of funding to be included within the draft 2027/28 budget.

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