

**MINUTES OF A MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD AT  
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD  
ON TUESDAY 18 JUNE 2019 COMMENCING AT 6:00 PM**

**PRESENT**

Councillor D Ennis [in the Chair]

Councillors N Bacon, L Ennis, Evans, Gittings [from 6.06 pm], Kirkham, Loughbrough Heron, Westwood, Willis-Croft and Woodward

**In attendance**

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

**1. APOLOGIES FOR ABSENCE**

None as all Members were present.

**2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None received.

**3. NEW TERMS OF REFERENCE**

Councillor Woodward thanked the Town Clerk for producing the Terms of Reference at short notice. Councillor Woodward explained that the new committee structure meant more members were involved in the decision making. There would be fewer meetings however there would be substantial items on each Agenda.

**RESOLVED** That the Terms of Reference as circulated be approved and adopted.

**4. WAKES FESTIVAL 2019 UPDATE**

Councillor D Ennis explained to members that the Wakes is currently run as a free festival at Burntwood Leisure Centre from 12 noon until 4pm and has built up over the last four years.

The Senior Administration Officer advised members what activities/entertainment had been booked by the previous administration.

Councillor D Ennis stated that Councillor Westwood had produced a template for the Wakes Programme which included time slots for the arena.

Councillor Woodward gave a brief background into the Wakes stating that it was originally a miner's holiday festival held at St Anne's Church. Councillor Westwood made reference to

payment of acts etc and the Senior Administration Officer explained that the majority of payments are made after the event however payments such as hire of leisure centre pitches, PPL/PRS Licence etc are paid beforehand.

Councillor Westwood made reference to security and the issues previously encountered [security personnel not wearing appropriate hi-vis clothing]. Councillor D Ennis explained that the Town Council had engaged the same security firm as last year as the company had ticked all the boxes.

## 5. PLAY IN THE PARKS 2019 UPDATE

Councillor D Ennis made reference to the matrix produced by the Senior Administration Officer which had been circulated at the meeting. Councillor D Ennis explained the partnership working and community engagement taking into account the size of the venue, capacity etc.

The Town Clerk explained that previously the health and safety aspect of the events had been carried out by an in-house staff member however areas of concerns had been raised. The Town Clerk stated that he together with Councillor D Ennis would on Monday 24 June 2019 meet with Seventeen43 Management, the company who produce the Event Management Plan for the Wakes Festival. It was yet to be decided if Seventeen43 Management would manage the whole of the events or just undertake the Risk Assessments.

Councillor D Ennis explained that the events had started off simply as a get together in the parks however the events had grown over the years.

Councillor Woodward stated that the events had grown over the years without the proper risk assessments in place and that the Town Council needed to look at the resource implications in the future. Councillor Woodward felt that the role of the Town Council was to support the community [promote local social cohesion].

Councillor Woodward thanked Mrs Tranter for her work over the last four years and Councillor D Ennis confirmed that Mrs Tranter had agreed to support the events again this year.

**RESOLVED** that the Town Clerk would write to Mrs Tranter thanking her for all her help and support over the last four years with the Play in the Parks Events.

Councillor N Bacon stated that she had spoken to Mrs Tranter regarding volunteering at the events, however, reference was made to Enhanced DBS checks and Safeguarding [Children, Young People and Vulnerable Adults] Level 1.

As the Town Council is increasing the level of community engagement work, the Town Clerk stated that he would look at the level of cover provided by the Town Council's insurance and stated that adequate support would be given.

**RESOLVED** that the Town Clerk would provide a briefing note.

Councillor Woodward suggested that once the queries surrounding insurance, Enhanced DBS checks etc had been clarified by the Town Clerk an email be sent to all Councillors ascertaining their availability for the events.

Councillor Loughbrough Heron made reference to the risk assessments and costings etc. Councillor D Ennis stated that until he had attended the meeting with Seventeen43 Management a costing could not be given. However, Councillor Woodward confirmed that a contingency fund was in place and every safety angle needed to be covered.

## **6. CHRISTMAS EVENTS 2019 UPDATE**

Councillor D Ennis explained that the idea for the two smaller events held at Bells Lane, Boney Hay and High Street, Chasetown had come from members of the public who had felt that apart from switching on of the Christmas lights there was very little else going on in those areas compared to the event at Sankey's Corner.

Councillor D Ennis explained that there was a rooted Christmas tree provided by Burntwood Town Council at Bells Lane, Boney Hay.

The Senior Administration Officer advised members what activities/entertainment had been booked by the previous administration and the partnership working with Burntwood Library.

Councillor D Ennis explained that both Emmanuel Church and Beacon Church are involved in the Christmas Festival and that all three events had grown over the years.

## **7. ANY OTHER BUSINESS**

Councillor D Ennis suggested that "Any Other Business" should remain on future Agendas [for discussion purposes only] so that future Agenda items could be discussed.

### **7.1 Dementia Friendly Town**

As one of the purposes of the Town Council was to ensure that it is fully engaged with the relevant organisations and groups working within the Parish it was suggested that the Town Council should be driving forward the dementia friendly town. Councillor Woodward stated that each member can directly get involved [each Ward] as the Town Council needed a base to which to start from. Councillor Kirkham stated that there are criteria that needs to be fulfilled and if you do not know what is going on, you have not got a starting point.

With regard to future events, Councillor Kirkham suggested an event could be organised to coincide the Dementia Awareness Week next year.

The Town Clerk explained that the dementia alliance in Cannock Chase had undertaken a gap analysis to identify what provision existed and where there were gaps. The Town Clerk confirmed that he had organised a meeting to discuss what could be done in Burntwood. Councillor Evans said that it was her intention to highlight dementia during her Chairman's year however we must also take care of the carer. Councillor N Bacon stated that there are different stages of dementia and at the first stage people with dementia like to meet people, go out on day trips etc. Councillor Ennis felt that the Town Council could offer a supporting role to the groups by allowing them access to funding. Councillor Kirkham felt that young on-set dementia seems to be forgotten.

**RESOLVED** that an audit of what goes on in the Town be produced.

## **7.2 Burntwood Business Community/Burntwood BID [Business Improvement District]**

Councillor Westwood explained that a business forum called Burntwood Business Community had been originally set up to progress projects including improving road signage, new welcome signs in key retail areas and better promotion and marketing. The BBC worked with Burntwood retailers to shape plans for how to invest £50,000 share of the High Street Innovation Funding to boost the local area. All local Burntwood traders were welcome to join the BBC. Councillor D Ennis stated that only approximately just over £1,000 of the funding was left.

Councillor Westwood explained that the BBC were trying to set up a Burntwood BID similar to the Lichfield BID [the Lichfield BID Business Plan was created by all of the Lichfield Businesses who chose to take part during the BID consultation process. Workshops were run to determine the key issues and priorities for the businesses in the city. These workshops then translated projects in five key themes; A well-known city, an eventful city, a safer city, an attractive and a productive city].

Councillor D Ennis stated that the Town Council should be signposting new retailers towards Jonathan Percival, Economic Development Officer, Lichfield District Council who can assist with grants etc as start-up businesses need support and encouragement to keep open.

Councillor Woodward stated that she had heard that the Burntwood in Business Breakfast Group was thriving and that she had recently attended Mercian Labels Limited based in Plant Lane who were celebrating their 50<sup>th</sup> anniversary.

Councillor D Ennis confirmed that all of the hard work had been done to set up the Burntwood BID and it was suggested that an invitation be sent out to representatives from the BBC, Burntwood businesses, shop keepers, Jonathan Percival and the LEP [Local Enterprise Partnership].

Councillor Woodward stated that businesses need to be aware of opportunities available to them.

Councillor Loughbrough Heron asked if a "Business Advice Section" could be put on the Town Council's website.

## **7.3 Burntwood Youth Council**

Councillor D Ennis made reference to Russell Banks who is a MYP [Member of Youth Parliament] for Staffordshire and attends Erasmus Darwin Academy. Councillor D Ennis suggested setting up a Burntwood Youth Council inviting representatives from both Erasmus Darwin Academy and Chase Terrace Technology College. This would be 100% run by the Burntwood Youth Council which would give them a platform/gateway to come to the Town Council with what they want [tabled to the Town Council].

Councillor Woodward stated that the Town Council could help facilitate the discussions however the Burntwood Youth Council must choose the subjects themselves.

The Town Clerk made reference to the Children's Trust Board that had been set up in Cannock Chase. Young people were invited to join the board but it soon became obvious that they

needed support to prepare them to be able to fully participate in board meetings. He suggested that a mentoring scheme might be helpful.

Councillor D Ennis suggested that the Chair of the Burntwood Youth Council could come forward with ideas for the Council.

Councillor Evans stated that the Town Council needed to be pro-active and listen to the young people in the area.

Councillor Woodward stated that the Town Council needed to be wary of raising expectations which could not be delivered. The Burntwood Youth Council needed to be realistic and that proper internet access should be provided together with a room at the Old Mining College Centre for them.

Councillor Kirkham stated that it was important to clarify expectations, to give them freedom so that they are the driving force but to also offer mentoring.

Councillor Willis-Croft asked if the Youth Parliament was political and Councillor D Ennis confirmed that the Youth Parliament was none political.

Councillor Evans stated that it was important that they met in a place that was not a school.

**RESOLVED** that the Town Clerk investigates the opportunities for setting up a Youth Council and reports back to the Committee on 16 September 2019.

#### **7.4 Parish Councils - Partnership Working**

Councillor Woodward suggested setting up a partnership with other Parish Councils which border the Town Council boundary i.e. Norton Canes, Hammerwich, Heath Hayes, Wimblebury etc [not just the Parishes within Lichfield District] as issues that affect us affect them. The initial meeting could perhaps be held at Chasewater Innovation Centre. The meeting could discuss what affects them [share the issues - talk to our neighbours].

Councillor L Ennis [also a Member of Hammerwich Parish Council] stated that Parish Councils needed to work more closely together [breaking down the walls].

Councillor Loughbrough Heron made reference to Longdon Parish Council and Councillor D Ennis stated that it was all Parish Councils that border us.

Councillor N Bacon stated that Chasewater came under the responsibility/jurisdiction of Staffordshire County Council. The Town Clerk confirmed that Chasewater Country Park, along with the wider countryside estate, was under review by the County Council.

**RESOLVED** that the Town Clerk sets up an initial meeting with neighbouring representatives from different Parish Councils.

#### **8. INDUCTION**

The Town Clerk explained that as the start of his employment had coincided with the election there had not been enough time to put into place a formal induction. However, the intention is over the coming weeks the information he was going to provide during the meeting would

be put on a councillor dedicated web page. This would be done as part of a proposed modernisation of the Council's IT systems. In addition, each councillor and staff member would have a dedicated email addresses [good practice, GDPR, looking more professional]. The Town Clerk confirmed that a report outlining the proposed improvements would go to the next Policy and Resources Committee scheduled on 15 July 2019.

The Town Clerk explained the new committee structure and stated that 10 Members were on each committee [Policy and Resources, Planning and Development and Community and Partnerships] and that each committee reports into Full Council. A new Scrutiny Committee was to be set up and that no member of the committee would sit on any other committee. Finally, the Town Clerk explained the Team Structure and briefly the roles of each staff member. The Town Clerk asked in the first instance that all emails should be forwarded to himself so that he could direct the work accordingly.

Councillor Woodward asked that when the Team Structure was uploaded to the website if it could include hours worked. The Town Clerk suggested that it could also include a brief description of each staff member's role.

The Town Clerk explained the role of a Councillor and confirmed that Councillors cannot make individual decisions, it is a collective responsibility [worked through the Committees].

The Town Clerk advised Councillors not to make any undertakings when dealing with members of the public but take their concerns to the Council.

Councillor Woodward stated that Councillors were democratically elected to a Ward and enquiries should be direct to that Ward Member [understanding boundaries].

The Town Clerk explained that the aim was to ensure that councillors would be, wherever possible, fully briefed to enable them to take information back into their respective communities. The Town Clerk explained the three-tier authority system and stated that an outline of the role of each authority would be uploaded to the website.

The Town Clerk stated that members of the public [and Councillors] should be encouraged to use Mystaffs app to report pot holes, highway issues etc as Staffordshire County Council will then prioritise the problems.

Councillor Loughbrough Heron asked if District Councillors, County Councillors and the MP could be uploaded onto the website.

The Town Clerk explained that Councillors must be aware of their limitation when dealing with Social Services [children and adults] as this is a statutory process and Councillors cannot influence the process.

The Town Clerk confirmed that the Town Council had a Code of Conduct, a copy of which would be circulated with the minutes. However, it would need to be reviewed in the light of the new GDPR's.

The Town Clerk explained the risks that need to be recognised when using social media. There needed to be a clear division between councillors were doing on behalf of the Town Council and their business and political activities. and members of the public. He particularly stressed the potential risk of engaging in political debate and comment.

Councillor Kirkham stated that it was important to look at the email trail before replying to an email.

The Town Clerk explained a “Protective Marking Policy” which the Town Council currently does not have and suggested to Councillors in the short term to use “Burntwood Town Council Strictly Confidential” on their emails when emailing the Town Clerk.

The Town Clerk explained that the Town Council was working towards becoming a paperless authority. Councillor Kirkham stated that this should be celebrated ‘protecting the environment’ and promoted on the website.

The Town Clerk explained that the Town Council would be looking at the training needs of both councillors and staff. But these will become once the Town Council has developed it’s strategies. The Town Clerk confirmed that performance management was not in place for the team or Councillors.

Councillor Kirkham made reference to equal opportunities and diversity etc and the Town Clerk confirmed that the policies in place were out dated and needed reviewing taking into account the GDPR [but we were not starting from scratch].

The Town Clerk stated that the Town Council may look at Quality Status [which had previously been obtained] and Green Flag Status for the Burial Ground. The Town Clerk suggested an open day/open evening prior to the next elections for potential candidates.

Councillor Woodward asked if “for information purposes only” all Councillors could be sent the agendas to the committees even if they are not on the said committee.

**RESOVED** that the Senior Administration Officer would circulate all agenda’s to all members.

[The Meeting closed at 8.09 pm]

Signed .....

Date .....