

MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN  
ON THURSDAY 09 NOVEMBER 2017 COMMENCING AT 7.00 PM

**PRESENT**

Councillor Mrs Tranter (in the Chair)  
Councillors Mrs Evans, Mrs Fisher and Mrs Woodward

**In attendance**

Mr J Brown, Interim Town Clerk  
Ms J Minor, Senior Administration Officer  
One member of the public

**39. APOLOGIES FOR ABSENCE**

Councillors Mrs Bacon, Mosson and Pullen.

**40. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**41. MINUTES**

Councillor Mrs Woodward made reference to the change of meeting date and stated that she had already booked a holiday so was unable to attend on 07 September 2017.

Councillor Mrs Woodward made reference to Minute No. 30 (Burntwood Town Strategy - Abbreviated Version) and in particular the recommendation that the Town Council progress Action Areas 5 (business and employers support) and 11 (community champions and volunteering initiative) this financial year (potentially running into the 2018/19 financial year). Councillor Mrs Woodward felt that the Town Council needed to push Action Area 2 (communication and the image of Burntwood as a place). Councillor Mrs Woodward stated that she had read the Mercury and Chronicle newspapers this week and only one article relating to Burntwood had appeared in the Mercury and nothing in the Chronicle. Councillor Mrs Woodward stated that the Town Council needed to get "the whole of Burntwood message out there". Councillor Mrs Evans felt that Action Area 2 was important and that the Town Council needed to move on this. Councillor Mrs Woodward mentioned the sign on the A5 which signposted Chasetown and not Burntwood. Councillor Mrs Fisher stated that the Town Council could lead on that.

**RESOLVED** That the Minutes of a Meeting of the Policy & Resources Committee held on 07 September 2017 (Minute Nos. 23-38) be approved as a correct record.

**42. OLD MINING COLLEGE CENTRE: AIR CONDITIONING**

Councillor Mrs Tranter stated that all staff had been spoken to regarding the installation of air conditioning throughout certain areas of the OMCC and they were happy not to have the air conditioning but it was the general feeling that the IT suite only would need the air conditioning.

**RESOLVED THAT**

- a) delegated authority be given to Councillors Mrs Fisher, Pullen and Mrs Tranter to ask the current users of the IT suite for their views.
- b) subject to these views air conditioning be installed in the IT suite.

**43. OLD MINING COLLEGE CENTRE: LIST OF PROPOSED WORKS**

Councillor Mrs Tranter felt that the proposed list of works had been under consideration for some considerable time and realistically the Town Council needed to get a move on and felt that the initial order should be Year 1: 2017/18 No. 6 (refurbish wooden framed sash windows (front and rear) and replacement of sash windows with double glazing (front and rear)).

Councillor Mrs Woodward felt that the Town Council needed to bottom out the question "what is the OMCC for/to be in the short term, medium term and long term". Councillor Mrs Woodward stated that the garden was not being used to its full potential and questioned what is the garden going to be used for.

Councillor Mrs Woodward suggested refurbishment of the wooden framed sash windows to the front first in order to make the OMCC more attractive as we needed the best configuration for the building bearing in mind that some basic cosmetic work may be needed.

Councillor Mrs Tranter felt that this had been a long drawn out process.

Councillor Mrs Evans felt that the front entrance could be improved.

Councillor Mrs Fisher agreed that the OMCC was not very attractive and was anxious to get moving on something. Councillor Mrs Fisher asked how many do we have quotations for? Councillor Mrs Fisher suggested that we needed to get some quotations in and make a decision in January 2018.

Councillor Mrs Woodward suggested giving delegated authority to Councillors Mrs Fisher, Pullen and Mrs Tranter in order that quotations could be obtained for Year 1: 2017/18 Nos. 1; 2; 3; 4; 5 (floor covering); 6 (one quotation for refurbishment of the front sash windows and one quotation for refurbishment of the rear sash windows); 8 (removing replacement of toilets, wash basins with water efficient versions)

Councillor Mrs Woodward suggested deleting Year 1: 2017/18 No. 7 (create new unisex toilet on 1<sup>st</sup> floor).

Councillor Mrs Woodward suggested deleting Year 1: 2017/18 No. 9 (planting shrubs, etc in the garden).

It was suggested by Members that Year 2: 2018/19 Nos. 3 and 4 needed to be looked into (feasibility).

**RESOLVED THAT**

- a) quotations be obtained for items 1 to 5 (Year 1) and submitted to the Committee for consideration.
- b) quotations be obtained for the refurbishment of the front sash windows and for the refurbishment of the rear sash windows.
- c) that no further action be taken on items 7 and 9 (Year 1) at the present time.
- d) that the feasibility of items 3 and 4 (Year 2) be looked into further.

**44. OLD MINING COLLEGE CENTRE: OPEN DAY RESPONSES**

Councillor Mrs Tranter stated that this item was for noting and discussion. Councillor Mrs Woodward stated that she was very disappointed with the number of people who came to the open day (there was more Councillors present than members of the public).

Councillor Mrs Woodward made reference to the business units at the OMCC and stated that these were designed to be starter units and then the occupants should move on.

Councillor Mrs Woodward felt that the OMCC seems to serve older people and not younger people (i.e. playgroups).

Councillor Mrs Fisher asked how do we encourage younger users.

Councillor Mrs Woodward felt the OMCC needed to be opened up to the whole community (i.e. internet café) and that we needed to open up communication with existing tenants/users to encourage more community use.

The SAO informed Members that the rooms are “advertised” on social media, banner on the railings and What’s on Watson (TownTrader).

Councillor Mrs Fisher felt that the garden was a plus point.

Councillor Mrs Woodward suggested getting an architect(s) to look over the OMCC and come up with suggestions.

Councillor Mrs Tranter suggested a school childrens market (one school at a time would be invited).

Councillor Mrs Woodward stated that the tapestry on the reception wall needed specialist cleaning/refurbishment.

**RESOLVED THAT**

- a) the open day responses be received and noted.

- b) an email be sent to all Members asking if anyone knew of an architect.
- c) Mr Brown approaches Keir Group Limited (commercial arm of the County Council) to determine if they are able to assist.

**45. DELEGATED AUTHORITY FOR THE EVENTS COMMITTEE**

Councillor Mrs Tranter stated that she had spoken to Councillor Pullen as Chairman of the P&R Committee on this matter and made reference to the lanyards issue with the former CEO and confirmed that the Christmas Festival, Play in the Parks, Wakes Festival etc now come under one umbrella.

Councillor Mrs Woodward stated that she thought that the Events Committee already had delegated authority within the budget to spend.

**RESOLVED** That delegated authority be given to the Events Committee to spend within the budget.

**46. FOODBANK PROVISION IN BURNTWOOD**

Councillor Mrs Woodward stated that the foodbank provision came up as an issue early in the summer (school holidays in particular). People in Burntwood did not know that they came under Cannock and District and not Lichfield and District. Councillor Mrs Woodward confirmed that all churches in the town collect for the foodbank and that Emmanuel Church was the local hub. Councillor Mrs Woodward said that she had spoken to Pastor Lewis (Emmanuel Church) about setting up a Burntwood foodbank however Pastor Lewis was not keen as he felt that it was difficult to set up, robust systems, costs involved etc.

Councillor Mrs Woodward felt that the provision for Burntwood needed to be highlighted and confirmed that Spark were now able to give out vouchers. Councillor Mrs Woodward felt that a dedicated Burntwood posters was needed and this could be promoted via social media.

Members felt that the OMCC could be a drop off point for food etc and that staff could sign post people where to get the vouchers from.

Councillor Mrs Woodward confirmed that Spark were currently working on a Burntwood dedicated poster.

Councillor Mrs Tranter stated that the foodbank could be promoted at the Christmas Festivals.

**RESOLVED** That Councillor Mrs Woodward would speak to Spark regarding the Burntwood dedicated poster (which will include the Town Council logo) and crate/box.

(The Meeting closed at 8:07 pm)

Signed .....

Date .....