

Our Ref: SL/JM

01 February 2023

**To: All Members of the Community and Partnerships Committee**

Councillors Taylor [Chair], D Ennis [Vice Chair], Bishop, Coe, Evans, Gittings, Greensill, Ho, Kirkham, M Place, R Place and Woodward

Dear Committee Member

**COMMUNITY AND PARTNERSHIPS COMMITTEE**

You are invited to attend a meeting of the Community and Partnerships Committee in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** on **Wednesday 08 February 2023 at 6:00 pm** 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 Community and Partnerships Committee held on 09 December 2022 [Minute Nos. 37-44] **[ENCLOSURE NO. 1]**.

**4. INFORMATION FROM THE MINUTES**

**5. COMMUNITY ENGAGEMENT**

Councillors are invited to report to the meeting any updates or news from community groups within Burntwood.

**6. BETTER BURNTWOOD FUND**

To consider applications received from:

- i. Chasetown Football Club **[ENCLOSURE NO. 2A]**
- ii. Cherry Orchard Garden Services **[ENCLOSURE NO. 2B]**
- iii. South East Staffordshire Citizens Advice Bureau [trading as Citizens Advice South East Staffordshire – CASES] **[ENCLOSURE NO. 2C]**

**7. BETTER BURNTWOOD FUND**

Councillors are asked to consider authorising a 3-year commissioning model and support the process of consultation before the planned launch in the summer **[ENCLOSURE NO. 3]**

**8. STEPHEN SUTTON BURSARY**

Councillors are asked to support the relaunch of the bursary and consider the options within the report **[ENCLOSURE NO. 4]**

**9. HIS MAJESTY KING CHARLES III CORONATION – GIFTS TO SCHOOL CHILDREN**

Councillors are asked to consider the options available in the report **[ENCLOSURE NO. 5]**

**10. EMAIL NEWSLETTER REVIEW**

To receive a verbal update from Councillor Taylor regarding the number of subscribers etc.

**11. 2023 WAKES**

To receive a verbal update from Councillor Taylor on sponsorship opportunities and income.

**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.

|                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.</b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE  
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,  
BURNTWOOD ON FRIDAY 09 DECEMBER 2022 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Taylor [in the Chair]  
Councillors Bishop, D Ennis, Evans, Gittings.

**In attendance**

S Lightfoot, Town Clerk  
Ms J Minor, Deputy Clerk

**PUBLIC FORUM**

No questions were raised by members of the public.

**37. APOLOGIES FOR ABSENCE**

Councillors Coe, Ho, Kirkham, M Place, R Place and Woodward.

**38. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Town Clerk declared an interest in Agenda Item No. 8 – Burntwood 10K Running Event in 2023 as KP Events, who have produced an Event Management Plan for the event, employ him as their commentator for events.

**39. MINUTES**

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 16 November 2022.

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

**RESOLVED** That the Minutes of the Community and Partnerships Committee held on 19 October 2022 [Minute Nos. 25-36] be approved as a correct record.

**40. INFORMATION FROM THE MINUTES**

There was no information arising from the minutes.

## **41. COMMUNITY ENGAGEMENT**

### **Warmer Welcome**

Councillor D Ennis referred to the Warmer Welcome Initiative and confirmed that there were different venues around the town offering a warm space. He believed that the venues would get more used as the weather gets colder. He asked if all Members could share the information. Councillor Evans confirmed that she together with Councillor Woodward attended the warmer welcome at Chase Terrace Methodist Church which attracts approximately 20 people of all ages, however, older people may be more cautious about attending in the winter months if it is slippery outside as they may be afraid of falling. Councillor D Ennis confirmed that Chasetown Football Club are looking at forming a partnership with Travel Wood to provide transport to and from the club on days when they are providing a Warmer Welcome space.

Councillor Taylor suggested other Councillors might be asked to attend spaces in their Wards as this would help encourage their use by people who feel reticent. Councillor D Ennis confirmed that this was already happening.

*Details of the Warmer Welcome venues can be found at <https://www.facebook.com/warmerwelcomeburntwood/>*

### **St John's Community Church**

Councillor Evans confirmed that St John's Community Church would be holding a free Christmas Day 3-course lunch at 1pm for those who would otherwise be on their own on the big day.

### **Memory Walk**

Councillor Evans referred to the memory walk and felt that despite the weather the event had been a success. She thanked Burntwood Methodist Church for their hospitality and the CAB for the goodie bags.

### **Email Newsletter**

Councillor Taylor informed the Committee that he had spoken to the Leadership Team and the Town Clerk regarding the possibility of creating a monthly email newsletter that residents could sign up to using their email account. He explained that this would help reach a number of residents who do not see the Town Council's posts on Facebook either because they do not use it or because of Facebook's algorithms. He felt that the Town Council still needed a physical way of engaging those residents who do not use the internet at all and do not have email. Councillor Taylor explained that Mailchimp was the best free offering at the moment [Mailchimp offers up to 500 subscribers for free] and therefore the best platform to use for an initial trial but was not the only provider. He suggested that a trial of 2/3 months and then evaluate it. Councillor Taylor confirmed that he, together with Mrs Taylor would develop the template and content in consultation with the Town Clerk which would then be approved by the Leader, Deputy Leader and Town Clerk. He confirmed that following an initial social media post that we currently have approximately 90 subscribers.

The Town Clerk confirmed that Mailchimp was fully GDPR compliance and would be zero cost initially as long as we had less than 500 subscribers.

Councillor Taylor confirmed that he hoped to get an email newsletter out in December which could highlight the Warmer Welcome Initiative, Chair's Christmas Message, photographs from the Christmas Events held in November etc.

## **42. BETTER BURNTWOOD FUND**

### **42.1 Burntwood Be A Friend**

The Town Clerk confirmed that following the presentation at the Town Council Meeting held on 16 November 2022 by Joanne Dodds, Burntwood Be A Friend Project Co-ordinator an application for significant grants had been received.

Councillor D Ennis stated that he was a supporter of the "community store" however he was confused as the organisation applying for the grant was Burntwood Be A Friend and not the community store who he believed were separate entities. He also pointed out that Ms Dodds had a Spark email. Councillor D Ennis confirmed that, at this moment in time, the community store had not sorted out the problems they were experiencing with their increasing utility costs. Councillor D Ennis stated that British Gas had checked "up to the meter" [which is all their responsibility is]. It was felt that the meter was in fact feeding something else [which is the landlords responsibility – Midland Heart]. He believed that there was a "free to use" laundrette in the Jarvis Court building which could be feeding into the said meter. He stated that unless the community store fixed the issue there may be a possibility of closure. He felt that the Town Council needed proof of what the money is for [not just paying for gas and electricity bills].

Councillor Evans confirmed that she was still doing her telephoning befriending service. It was **AGREED** that Councillor Evans would email the Housing Department at Lichfield District Council, in particular Mr David Whittaker, for his help, advice and support regarding the problem of excessive utility costs and the consequences.

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

**RESOLVED** That £5,000 be awarded from the Better Burntwood Fund to Burntwood Be A Home SUBJECT to the problems being experienced with the increasing energy cost being resolved to the satisfaction of the Town Clerk [confirmation to be received by the next meeting of the Community and Partnerships Committee on 08 February 2023].

### **42.2 Burntwood Breast Care**

Councillor Evans explained that the Group provided support for survivors of and people suffering from breast cancer.

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

**RESOLVED** That £250 be awarded from the Better Burntwood Fund to Burntwood Breast Care.

## **43. CHRISTMAS EVENTS 2022**

### **Sankey's Corner Event**

The Town Clerk confirmed that it had been an excellent Christmas event which had been very well received by the public and had had good attendee numbers. The event was primarily aimed at families with primary aged school children. The Town Clerk confirmed that Gary Williams from Seventeen43 Management had provided some post event review notes. Mr Williams had felt that the road closure from 12 noon had allowed extra time for stallholders and attractions to arrive, set up and move vehicles. He stated that the road closure staff had an excellent attitude [nothing was too much trouble] and worked very well in conjunction with the event control. He felt

that Bert and Gerts had provided a quality set up relating to the market stalls, the attractions were extremely popular, excellent choir and using Emmanuel Church for Santa's grotto allowed long queues to wait in the warm and using the chairs to create a walkway both in and out of the venue.

In the post event review notes, Mr Williams had stated that he had received a number of enquiries from attendees as to where the Santa's grotto was and what time was the Christmas lights being switched on and he had suggested signage for Santa was needed and regular announcements over a PA system. He also suggested that consideration be given to a site plan to ensure all attractions are not conflicting with each other e.g. the fun bus complaining about snow from the snow globe being blown onto his bus. Mr Williams stated that the public bins were not emptied before the event started which caused overflow and excessive rubbish blowing across the site and he suggested a clean-up team to stay on top of the rubbish with bin bags and litter pickers. Mr Williams stated that unfortunately a number of teenagers running in a threatening behaviour towards local shops and behind the building causing damage and he suggested more support staff/PCSOs presence was required for the whole duration of the event.

Councillor D Ennis suggested that at a future meeting, attractions for teenagers needed to be considered [i.e. bringing back the scream ride which had been located previously where the fun bus and snow globe was].

The Town Clerk explained that due to budget restraints the Town Council needed to utilise external funding resources and sponsorship if it wanted to hold an event of similar or expanded size next year.

#### **Boney Hay Event**

The Town Clerk confirmed that a scaled down event was held on Monday 21 November due to heavy rain fall throughout the day. He confirmed that the Chair, Councillor Birch, had switched on the Christmas lights and Santa had made an appearance. He stated that some residents had attended.

#### **44. BURNTWOOD 10K RUNNING EVENT IN 2023**

Councillor Taylor referred to the Meeting of the Committee held on 27 January 2022 and in particular Minute No. 42 – Burntwood Fun Run 2023 and the resolution that the Town Clerk be authorised to look at provisional dates, potential sponsors and routes. He confirmed that the Event Management Plan produced by KP Events had not been published with the Agenda as it was commercially sensitive [the Plan was displayed at the meeting via the smart screen]. Councillor Taylor explained to Members that there were three options available [a] KP Events could run this event without a contribution from the Town Council, incur all of the expenditure and keep all of the income; [b] the Town Council could engage KP Events to run the event on behalf of the Town Council, the Town Council would incur all of the expenditure and keep all of the income and any sponsorship received [an event of this size would cost around £12,000-£15,000 or [c] decline to run any such event.

Councillor D Ennis stated that he could not support any Town Council expenditure [outlaying the money is a risk]. He explained that the Lichfield 10k race at its peak attracted 1,200 runners however, last year it only attracted 800. He said that he was more in favour of Option [a] in that the Event Management Company should take all of the risk.

Councillor Evans referred to the Policy and Resources Committee Meeting held on 01 December 2022 and in particular Minute No. 42 – Schedule of Payments and the £500 expenditure already spent. She pointed out that we had only received one Event

Management Plan and that the Town Council was not tied to KP Events and she was unsure as to how popular this type of event is. She also raised concerns regarding how easy would it be regarding obtaining sponsorship in this economic climate and the amount of officer time this type of event would involve.

The Town Clerk confirmed that the event would involve partnership working, engagement with businesses and showcasing the Town.

Councillor D Ennis asked who in the partnership covered the costs? He confirmed that the Town Council did not need to go out to tender if the Town Council was only supporting/endorsing the event and incurred no costs.

Councillor Taylor pointed out that the Lichfield 10k race is taking place on 10 September 2023 and runners do not usually like to do two weeks in a row. He suggested that the Burntwood 10k could be held in July 2023 where we could also publicise the Wakes or March/April 2024.

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

**RESOLVED** That Option [a] [KP Events could run this event without a contribution from the Town Council, incur all of the expenditure and keep all of the income] be the preferred Option; that the Town Clerk ascertains whether or not this is feasible with K P Events and any further expenditure must be reported to this Committee BEFORE it is committed/spent.

[The Meeting closed at 7.10 pm]

Signed .....

Date .....





## Better Burntwood Fund

### Application for Significant Grants 2022

| Name of Organisation | Post Address                                                                  | Telephone number | Email Address                                                              |
|----------------------|-------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------|
| Chasetown FC         | The Scholars Ground<br>Church Street<br>Chasetown<br>Staffordshire<br>WS7 3QL | 01543 682222     | <a href="mailto:chairman@chasetownfc.co.uk">chairman@chasetownfc.co.uk</a> |

#### Main Contact

|                  |                    |
|------------------|--------------------|
| Name Steve Jones | Phone 07812 971300 |
|------------------|--------------------|

#### Organisation details

| Type of Organisation                                               | Registration Number | Annual Income (last complete financial year) | Reserves (last complete financial year) |
|--------------------------------------------------------------------|---------------------|----------------------------------------------|-----------------------------------------|
| Private Company Limited by Guarantee - Chasetown FC (2021) Limited | 13194039            | £269,240.72                                  | £6,096                                  |

#### What are the aims of your organisation?

Chasetown FC, together with our developing partnership with Chasetown Youth FC, aim to provide an inclusive and positive environment, for local residents to participate in football activities. We also aim to offer facilities to meet the needs of the local community and provide support and services to them.

#### Describe the project you want funding for and the reasons and benefits for Burntwood

As part of our exciting journey we are planning to turn the natural grass pitch at The Scholars Ground into an artificial surface, known as a Football Turf Pitch. This will enable more opportunities to be made available to have access to the facilities. The project will help grow key participation areas such as the female game, low-socio economic groups, those with a disability and support diverse ethnic communities.

The facility will be open 7-days a week and will complement the current offer as well as our future plans. In addition to the pitch, we are working with a range of community partners such as those involved in supporting mental health, mums and babies groups and will be a Warm Space during the Winter months.

Our plans include continuing to embed ourselves at the heart of the Burntwood community.

#### Financial Information

| Total Project Cost | Funding sought from Burntwood TC | Funding secured from other sources                                                                                                                                                                                                                                                                                                            |
|--------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Est £850,000       | £5,000                           | <p>In principle £150, 000 from Premier League Club Development Fund.</p> <p>Planned funding from the Club includes the following:-</p> <p>Private Investment - £60,000</p> <p>Chasetown Football Club - £25,000</p> <p>CFC Supporters Club - £10,000</p> <p>Chasetown FC Youth Section - £10,000</p> <p>Various Community Groups - £2,500</p> |

#### Any other details that may be relevant

The project is being encouraged by the Football Foundation to submit a bid in early 2023 for significant funds. As part of that application, we need to demonstrate that all funding sources, no matter what size, have been explored. This funding, whilst a modest amount, will help deliver this hugely important project for the Club and community of Burntwood.

Signed \_\_\_Steve Jones\_\_\_\_\_ Position in Organisation \_\_\_Chair\_\_\_\_\_ Date \_\_\_03/12/22\_\_\_\_\_

## Better Burntwood Fund

### Application for Significant Grants 2022

| Name of Organisation               | Post Address                                                                                             | Telephone number | Email Address                 |
|------------------------------------|----------------------------------------------------------------------------------------------------------|------------------|-------------------------------|
| Cherry Orchard Garden Services CIC | Rear of Burntwood Memorial Community Centre,<br>Rugeley Road,<br>Burntwood,<br>Staffordshire.<br>WS7 9BE | 01543 676443     | enquiries@cogsgardening.co.uk |

#### Main Contact

|                    |                       |
|--------------------|-----------------------|
| Name - Carl Ansell | Phone - 07984 011 986 |
|--------------------|-----------------------|

#### Organisation details

| Type of Organisation             | Registration Number | Annual Income (last complete financial year) | Reserves (last complete financial year) |
|----------------------------------|---------------------|----------------------------------------------|-----------------------------------------|
| Community Interest Company (CIC) | 07185294            | 186,990 (2022)                               | 26,645                                  |

#### What are the aims of your organisation?

Cherry Orchard Garden Services (COGS) are a Community Interest Company based at the Burntwood Memorial Community Centre. We support learning-disabled adults who may have left school/college with minimal qualifications and are unable to find work due to high levels of anxiety and the complications of their circumstances. By coming to COGS, the individual can develop their confidence by being part of a team with people who are in similar circumstances thus creating new social circles and become confident in talking to others. Once a service user is confident enough, they can be given the opportunity to work offsite and into their community.

The learning-disabled gardeners would use their gardening skills to undertake gardening for their local community. Our customers consist of frail, vulnerable elders who are unable to maintain their own gardens due to physical and/or emotional health reasons. We offer a suitably priced service for our customers and

are well known within the Burntwood and Lichfield community. We also offer our services to community spaces such as graveyards and local residential homes.

**Describe the project you want funding for and the reasons and benefits for Burntwood**

We would use the money that we are awarded to put towards our rent costs. By doing this it means we will have a surplus of money in our bank account to use over 12 months. This surplus will enable us to carry on maintaining our customers residential gardens at the same price as 2022.

At a time when the cost of living is still high, many residents would not be in the position to pay a higher price for their garden maintenance.

By us being able to keep our prices at the level they are now, this will be better for Burntwood as it's residents can keep their affordable service, and the overall area can be kept to higher standards.

The money would also prevent us from seeking an increase on the maintenance for the local graveyard contract that we hold, which is a much valued service for Burntwood residents.

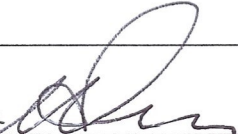
It also means that any new residents that we take on can be offered the service at the existing costings, without expecting a price hike further on in the season.

**Financial Information**

| Total Project Cost | Funding sought from Burntwood TC | Funding secured from other sources |
|--------------------|----------------------------------|------------------------------------|
| 3600.00            | 3600.00                          | 0.00                               |

Any other details that may be relevant

In any other 'normal' year we would look to add an increase in cost to our service, by asking our customers to pay more for their gardens to keep up with inflation.  
As the cost of living has gone up greatly, this would cause much distress to our vulnerable customers who are already on a limited budget, but with the help of Burntwood Town Council this will prevent the increase and allow us to remain on 2022 prices.

Signed  Position in Organisation Director Date 09.01.2023

AGENDA ITEM 6 - ENCLOSURE NO. 2B



## Better Burntwood Fund

### Application for Significant Grants 2022

| Name of Organisation                                                                                                         | Post Address                                                                           | Telephone number | Email Address            |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------|--------------------------|
| South East<br>Staffordshire Citizens<br>Advice Bureau<br>(trading as Citizens<br>Advice South East<br>Staffordshire – CASES) | Wade House<br>7 Cannock Road<br>Chase Terrace<br>Burntwood<br>Staffordshire<br>WS7 1JS | 01543 250566     | office@casestaffs.org.uk |

#### Main Contact

|                    |                    |
|--------------------|--------------------|
| Name Sandra Cooper | Phone 01543 254926 |
|--------------------|--------------------|

#### Organisation details

| Type of Organisation                         | Registration Number                              | Annual Income (last complete financial year) | Reserves (last complete financial year) |
|----------------------------------------------|--------------------------------------------------|----------------------------------------------|-----------------------------------------|
| Charity &<br>Company Limited by<br>Guarantee | Charity reg 1128413<br>Co. reg 06816043<br>(Eng) | £348,953                                     | Free reserves<br>£129,242               |

What are the aims of your organisation?

The Citizens Advice service is independent and provides free, confidential and impartial advice to everybody in need in Burntwood, regardless of race, sex, disability or sexuality.

The service aims:

- To provide the advice people need for the problems they face
- To improve the policies and practices that affect people's lives

Since March 2020 initial contact for clients has been by telephone and email. As the situation has eased we have provided appointments at our Burntwood office for those that need them and also by telephone.

In the year 2021-22 we had contact with 476 Burntwood residents. Over half of which were disabled or had a long term health condition. We helped them claim £200,000 increased income to which they were entitled.

CASES (and previously Burntwood CAB) has been part of the Burntwood community for many years. We have supported events such as Burntwood Wakes and support initiatives such as Dementia Friendly Burntwood.

As the post-COVID situation improves we look forward to working ever closer with an increasing number of organisations throughout Burntwood.

#### **Describe the project you want funding for and the reasons and benefits for Burntwood**

Opening our office on a regular basis for client appointments and volunteer training and support when answering our telephone advice line has made clear to us that work was required to make the building fit for purpose. Space that was not being fully utilised came to be used increasingly and problems became apparent.

Regular cleaning and routine maintenance (such as fire alarm testing, guttering clearance and central heating checks) is carried out as required by Health & Safety and similar regulations. A volunteer has undertaken basic redecoration inside the Ground Floor of the building.

A number of rooms that weren't used during lockdown had no heating due to radiators that had failed and not been repaired and therefore became unusable during autumn and winter.

The building gives a very poor impression of CASES and does not reflect the professional and caring way that we interact with the public. The overall impression given makes it more difficult to attract and retain volunteers.

Since June 2022 we have replaced 4 radiators at a cost of £790. We are told that 2 more need to be replaced imminently at a cost of £400.

We are aware that the front of Wade House does not enhance the street scene. We propose to paint the doors and window frames at a cost of £480.



We will also remove the film from the front windows, remove the secondary glazing, clean it and the windows, branded film will be attached to the inside of the windows and the secondary glazing replaced in situ at a cost of £400.

A lockable noticeboard at the front of the building would enable notices to be changed regularly and kept up to date without impeding the flow of the film to the windows and will cost £200.

The door to the car park at the rear of the premises has been used as the main access to the building and as such has worn and warped such that it is difficult to open and close it. Replacement with a uPVC door with suitable security features will cost £670.

Turning to the inside the building.

Some 20 years ago the building was carpeted throughout, including the toilets and kitchens. This is now thought to be totally unacceptable and unhygienic. Replacing the carpeting in all toilets and both kitchens with vinyl or similar flooring will cost £1,000 (more if problems with the floors underneath the carpet are discovered).

The fixed wiring test (for which we paid as part of our routine maintenance budget) uncovered electrical work which needs to be undertaken as a matter of urgency at a cost of £600.

A major issue is that the central heating boiler needs to be replaced.

It is over 20 years old and uses a water tank in the loft. We are told that it is now virtually impossible to obtain replacement parts.

A new boiler will be much more energy efficient and readily controllable. Replacing this will cost some £2990 (including labour).

This totals £7,530 of which we are requesting from Burntwood Town Council £5,000. The balance will be funded from CASES resources.

Should no financial help be forthcoming from Burntwood Town Council we will have to prioritise health and safety issues with more cosmetic items having to wait until we have funds available. Our reserves will be reduced as will funds available to train and support volunteers and provide a service to residents.

#### Financial Information

| Total Project Cost | Funding sought from Burntwood TC | Funding secured from other sources |
|--------------------|----------------------------------|------------------------------------|
| £7530              | £5000                            | £2530 (own resources)              |

Any other details that may be relevant



Wade House was converted to Citizens Advice Bureau use from its earlier use as a bank many years ago. CASES has carried out general maintenance and checks as and when required. Differing use of the building during lockdown has resulted in a different pattern of use, for example access has been exclusively through the back door for volunteers, staff and clients.

We received a grant from Citizens Advice to replace the main sign above the front windows but this did not stretch to new film and branding on the windows. In deciding to replace the film with something similar but new and with branding we took into consideration the need for confidentiality when we are open for walk in services.

For ease of reference here is a list items as detailed above.

Radiators replaced - £1,190

Painting front doors and window frames - £480

Replace film to the front windows - £400

External lockable noticeboard - £200

Replace back door - £670

Replace carpets in all toilets and kitchens with vinyl flooring - £1,000

Fixed wiring remedial work - £600

Replacement boiler - £2990

**Signed *S. E. Cooper* Position in Organisation Chief Executive Date 27<sup>th</sup> January 2023**

# Community and Partnerships Committee

## Wednesday 8<sup>th</sup> February 2023

### Better Burntwood Fund

#### 1. Purpose of Report

To request that Committee support a change to the current larger grants scheme as part of the Better Burntwood Fund from conventional, annual grants to a 3-year commissioning model focusing on delivering specific services to meet pre identified priorities within the town.

#### 2. Background

Burntwood Town Council (BTC) currently allocate £15k per year in the budget to provide up to three larger grants of up to £5k to local voluntary and community organisations via the Better Burntwood fund.

The fund does not currently award grants based on specific priority areas, but instead to applicants that respond to a wide range of needs within the community. Once the grant has been awarded, while BTC often hear anecdotally the impact the grant has had, there is currently no formal reporting structure.

BTC's Communities and Partnerships committee previously agreed a commissioning model in September 2021 but due to a change in staffing at BTC this did not proceed and annual grants of up to £5k continue to be awarded.

#### 3. Proposal

It is proposed that BTC change the larger grants within the Better Burntwood Fund from conventional, annual grants to a 3-year commissioning model whereby three priority areas will be identified that would bring strategic change to the town. This opportunity would be put out to tender for local organisations to bid for up to £15k over three years to provide a service that meets the needs of the specific priorities set out.

BTC would look to identify these priority areas through consulting with Councillors, locally based voluntary and community organisations, and the wider public. Consultation would be undertaken in a variety of different ways, from face-to-face meetings to online engagement.

It is understood that such an approach will enable BTC to develop a more focused and sustainable relationship with the voluntary and community groups that do so much for the town and encourage greater innovation and development for local existing organisations and prospective groups who are not yet established. It is hoped that a 3-year investment may also attract wider funding and investment from other sources bringing additional benefit to the town and the local voluntary and community sector.

As part of this scheme, BTC would create a new, simple reporting process to record impact and outcomes to the organisation and wider community from the investment provided.

#### **4. Timescales**

- February - Seek approval at Communities and Partnerships committee meeting.
- March – Plan consultation approach.
- April to May – Begin consultation after Full Council meeting in March.
- June – Agree priority areas at Communities and Partnerships committee meeting (date TBC) and finalise application and reporting processes.
- July – Launch and promote the tendering opportunity.
- August/September – Review applications at Communities and Partnerships committee meeting (date TBC) and agree successful partners.

Funding would run for three years, giving members an opportunity in the 3<sup>rd</sup> year of their term to consider extending the arrangement, and offering grants to other organisations in year 4.

#### **5. Funding**

£15k per year is currently allocated in the budget to provide three larger grants of up to £5k to local voluntary and community organisations via the Better Burntwood fund. The funding requirement for this scheme would not change. This funding would represent a £45,000 (over three years) investment in the Burntwood voluntary and community sector. A three-year commitment would give successful organisations the opportunity to develop services or projects with some certainty of funding and give the Council the opportunity to monitor and better understand progress and change.

#### **6. Recommendation**

That Council consider authorising a 3-year commissioning model and support the process of consultation before the planned launch in the summer.

#### **Contact Officer**

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Community Development and Engagement Officer

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# Community and Partnerships Committee

## Wednesday 8<sup>th</sup> February 2023

### Stephen Sutton Bursary

#### 1. Purpose of Report

To request that Members support the relaunch of the Stephen Sutton Bursary with adjustments.

#### 2. Background

Burntwood Town Council launched the Stephen Sutton Bursary in 2015 to celebrate the life and achievements of Stephen Sutton MBE.

The bursary is aimed at talented young people aged 11-19 who live within the boundaries of Burntwood, and two annual bursaries of up to £1000 have been available and can be used for a variety of projects including purchasing specialist equipment, extra tuition or coaching, competition fees and travel.

The last two grants were awarded in January and March 2020 before the pandemic and subsequent lockdowns, and since this time the bursary has not been offered.

#### 3. Proposal

It is proposed that Burntwood Town Council relaunch the bursary and consider some adjustments:

- Keep the bursary available to all students to apply for but emphasise that Burntwood Town Council would particularly welcome applications from students who are in receipt of free school meals and from children in care.
- Undertake face to face engagement with Chase Terrace Academy (CTA) and Erasmus Darwin Academy (EDA) to promote the bursary and increase the number of applications, and online promotion for students who live within the boundaries of Burntwood but do not attend CTA or EDA.
- Change the timescale for application deadline from the end of September to the end of October to allow more time for promotion at the beginning of the academic year.
- Contact the bursary recipient at the end of the academic year (or 12 months after receiving the bursary) to request feedback on the impact the bursary has had and use this feedback to celebrate and promote the bursary the following year.

#### **4. Funding**

Burntwood Town Council have agreed within the budget for 2023/24 to allocate £1000 to the Stephen Sutton Bursary.

Because of underspend in previous years, there is currently £3000 in an earmarked reserve for the bursary.

#### **5. Recommendation**

That Members support the relaunch of the bursary and consider the following options:

- Previously the bursary has been open to students who live within the boundaries of Burntwood. Members to consider whether they wish to revise this restriction to also include students who attend Burntwood schools but live in Hammerwich.
- For the coming financial year, a reduced budget of £1000 has been allocated with the intention to provide one bursary instead of two. Due to underspend in previous years, there is currently £3000 in an ear marked reserve which will increase to £4000 in April 2023.

Members to consider whether to increase to two bursaries using some of the reserve to match the offer in previous years.

If Members do not wish to increase the number of available bursaries, consideration should be given to whether the bursary should be available for all students aged 11 – 18 to apply for or limit the bursary to older students aged 14 – 18 (Years 10 – 13).

#### **Contact Officer**

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# Community and Partnerships Committee

## Wednesday 8<sup>th</sup> February 2023

### His Majesty King Charles III Coronation – Gifts to School Children

#### 1. Purpose of Report

For members to explore and consider options to commemorate the Coronation of His Majesty King Charles III.

#### 2. Background

As members will be aware, the Coronation of King Charles III will be held on Saturday 6 May 2023 at Westminster Abbey in London. Following the weekend of planned celebrations, the government has announced a Bank Holiday (Monday 8 May) and is encouraging people to take part in a scheme called "The Big Help Out" Created by UK charities and organised by The Together Coalition, it hoped that this event highlight the positive impact volunteering has on communities across the nation. A number of large national voluntary organisations are to take part, including The Scouts, Royal Voluntary Service, National Trust and RNL, and local community groups are going to be encouraged to participate. Although no details have yet been announced, the Town Council's Community Development and Engagement officer will be monitoring the progress of plans and seeing how best the Town Council can help support volunteering.

Although there has been no Coronation in over 70 years, it was established as a tradition for Jubilees for local authorities (often Parish Councils) to offer school children small commemorative gifts. It is estimated that there up to 3,000 children in the 7 primary schools in the town.

#### 3. Options

##### i) Offer a commemorative tree to each of the 7 schools.

For example, an English bareroot Oak Sapling at 150cm/175cm can be purchased from £10.80. A heavy-duty tree guard and a tree planting stake would add would add another £9 per unit, for a total cost of around £20 plus vat and delivery. A plaque to make the occasion, mounted on a suitable post would be around £30 plus vat.

These trees would bring benefits to wildlife, they can be placed in partial shade, in exposed and windy areas. The school would have to agree to maintain and water the plant. The tree planting would offer a good engagement opportunity.

**ii) Commemorative Bookmarks.**

A commemorative gift of a Town Council branded bookmark to each school child. It is estimated that there up to 3,000 children in the 7 primary schools in the town. A bespoke design with the Town Council logo on would cost around £188 plus VAT (from 6p each) and delivery for one sided printing or £220 for both sides, on recycled material.

The advantage of the bookmarks are the Town Council is supporting local school to encourage reading and can offer each primary school child a unique gift to remember the occasion of the Coronation of His Majesty.

The options are not exhaustive.

**4. Recommendation**

- i) Members select one of both of options described above.
- ii) Members instruct the Town Clerk to seek alternative options and agree a budget.
- iii) Members decline to offer a gift.

**Contact Officer**

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Town Clerk

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