

Our Ref: SL/JM

02 December 2022

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 **Friday 09 December 2022 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 19 October 2022 [Minute Nos. 25-36] [**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. Burntwood Be A Friend [**ENCLOSURE NO. 2A**]
- ii. Burntwood Breast Care [**ENCLOSURE NO. 2B**]

7. CHRISTMAS EVENTS 2022

The Committee to receive a verbal update regarding the recent Christmas events held in November 2022.

8. BURNTWOOD 10K RUNNING EVENT IN 2023

The Committee is asked to examine the merits and benefits of organising a new event in September 2023 [**ENCLOSURE NO. 3**]

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.

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE BOARD ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 19 OCTOBER 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Taylor [in the Chair]

Councillors Bishop, Coe, D Ennis, Evans, Gittings, Greenhill, Ho, Kirkham and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

25. APOLOGIES FOR ABSENCE

Councillors M Place and R Place.

26. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in the Better Burntwood Fund application received from Active 60s Group as following her visit to the Group earlier this week, along with Councillor D Ennis, she has enrolled as a member.

27. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes.

Councillor Woodward referred to Minute No. 20 - Community Engagement and in particular Burntwood Producers Market and explained that the Punch and Judy man had come to the Market following cancellation of the Wakes. Councillor Woodward also referred to Co-operative Councils' Innovation Network - Warm Spaces and in particular the Warm Space Grant [of up to £2,000] and explained that principal authorities had already got their Warm Spaces in place and the project needed to have started by 01 October 2022. She stated that under consideration was the production of a brochure detailing the Warm Spaces available in Burntwood which could be distributed around the town.

Councillor Ho referred to Minute No. 22 - 2023 Wakes and queried the paragraph relating to Lichfield District Council and the fact that they sponsor the Bower. Councillor Taylor confirmed that on the Bower's financial accounts there is a contribution from Lichfield District Council.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 17 August 2022 [Minute Nos. 16-24] be approved as a correct record.

28. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

29. COMMUNITY ENGAGEMENT

Chasetown Football Club

Councillor D Ennis explained the work and support that the Club is giving to the community. He stated that Katherine Lamb is now on board helping different community groups to access the Club. He is in consistent conversation with them.

Memory Walk

Councillor Woodward reminded Members of the memory walk which is due to take place on Sunday 30 October. She encouraged Members to mention the walk to any community groups that they may be involved in. Councillor Woodward confirmed that there would be a Dementia Working Group Meeting on Thursday 20 October which she would be chairing in the absence of Councillor Evans who had a prior commitment.

Platinum Boxing Club

Councillor Woodward confirmed that Platinum Boxing Club had now been given the lease to the Redwood Park building. She explained that the Boxing Club had only found out through an article on Lichfield Live that this was the case.

Councillor Coe explained to Members that she was going round to different organisations in Burntwood and had recently visited Spark. Councillor Ho confirmed that his wife is a volunteer at Spark and explained that all volunteers and paid staff do a wonderful job. Councillor Taylor stated that due consideration could be given to an award in recognition of all voluntary groups. Councillor Kirkham said that this could tie in with National Volunteers Week.

Councillor Evans felt that we needed to recognise all volunteer groups, as the groups had done a tremendous job during and after Covid-19 pandemic.

Reference was made to the local PCSOs and Members were informed that PCSO Tom Passmore was leaving [no date given as yet] together with PCSO Leon Worden [leaving date of 02 November] and PCSO Darren Matthews [who had only recently come to Burntwood]. Members were informed that we now had PCSO Chelsea Humphreys. Councillor Woodward asked if we could find out who else was coming to Burntwood. Councillor Evans referred to PCSO Passmore who had covered Burntwood for approximately 14 years, who know the area well, who was friendly and responded when asked. Councillor Kirkham said that she chairs the Independent Advisory Group relating to the Police and would raise this issue at the meeting due to be held on Saturday 22 October. Councillor Ho said that he would like it recorded the service provided to the community by PCSO Passmore.

Councillor Woodward explained that under the Conservative Police and Crime Commissioner, Staffordshire Police's performance had dropped to a level rated "Inadequate" or "Requires Improvement" in almost all areas under the Police Efficiency, Effectiveness and Legitimacy (PEEL) programme.

30. BETTER BURNTWOOD FUND

30.1 Burntwood St Matthews Cricket Club

The Town Clerk explained that the Club had been in existence since 1897 and the purpose of the grant was to replace the Astro-turf training strip, which had been damaged after having a hole burnt in the middle of it.

Councillor D Ennis raised a concern regarding the full cost of replacing the Astro-turf training strip, as a total figure was unknown and asked where the other funding was coming from. He was afraid that the £500 from the Town Council would just sit in a pot and would possibly be spent on another project.

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

RESOLVED That £500 be awarded from the Better Burntwood Fund to Burntwood St Matthews Cricket Club.

30.2 Emmanuel New Life Church

The Town Clerk explained that he had recently had a meeting with John Blackah who wanted to be more engaging with the community and to expand the operating hours of the Community Hub.

Councillor Taylor worried whether this would set a precedent for other churches to apply. Councillor D Ennis felt that the Town Council should be supporting this however queried whether £500 was a lot of money when potentially they were only providing tea and biscuits.

Councillor Evans stated that this was a centrally located church and had a large room which could accommodate many people. She said that Churches want to be more involved in the community.

Councillor Ho explained that if this application was unsuccessful here then they could apply to the District Council's Warm Spaces Programme for funding.

It was proposed by Councillor Ho and seconded by Councillor Greensill and following a show of hands [4 For, 6 Abstention] it was

RESOLVED That £500 be awarded from the Better Burntwood Fund to Emmanuel New Life Church.

30.3 Burntwood Be A Friend

Councillor Woodward explained that she was a stakeholder and attended their meetings. She stated that the organisation had made a huge difference in tackling the cost-of-living crisis and responded well during the Covid-19 pandemic. She felt that the £500 contribution could go towards obtaining moveable storage/shelving to enable them to use the space as a signposting hub etc however she suggested that they needed to apply for longer term funding for example utility costs through the Town Council's Pot 2 Essential Community Services.

Councillor D Ennis stated that because his premises were opposite the community store he sees first-hand the continuance usage of the building.

Councillor Ho agreed with Councillor Woodward in that the organisation should be encouraged to apply for Pot 2.

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

RESOLVED That £500 be awarded from the Better Burntwood Fund to Burntwood Be A Friend and that the organisation should be encouraged to apply for Pot 2 funding to assist with the added costs of opening the Hub on 1 or 2 days extra per day.

30.4 Burntwood Action Group

The Town Clerk explained that meetings had been held with members of Burntwood Action Group in an attempt to work more closely with the organisation. He explained that a report will be going to the next P&R Committee meeting on 01 December relating to Burntwood Planting Team – a Brighter Burntwood. The Town Clerk stated that the Town Council would hold the money, purchase the plants and BAGs volunteers would plant the winter plants and BuRRT could help.

Councillor Taylor confirmed that the report going to the P&R Committee in December would provide a wider plan of ideas.

Councillor Woodward asked if confirmation could be given on where the planters are located and Councillor Ho asked if maintaining the flowers could be a condition.

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

RESOLVED That £500 be awarded from the Better Burntwood Fund to Burntwood Action Group and that the money be drawn down [released when needed] in consultation with the Leader and Deputy Leader.

30.5 Active 60s Group

The Town Clerk referred to the Committee meeting held on 22 March 2022 when it was resolved that the application be deferred until more detail on how the proposed grant would be spent was received. He explained that an income and expenditure account had been received which confirmed that their income came from subs and table top sales. He confirmed that traditionally the Town Council had not funded speakers and day trips outside of Burntwood.

Councillor D Ennis stated that he, together with Councillor Woodward, had been invited to attend the Active 60s Group which was held at the Library. He said that the Group was starting to bring in more people following the Covid-19 pandemic.

Councillor Ho felt that the organisation had worthwhile objections and Councillor Evans felt that the organisation was centrally located and fulfilled a need.

It was proposed by Councillor Ho and seconded by Councillor Coe and following a unanimous show of hands it was

RESOLVED That £500 be awarded from the Better Burntwood Fund to Active 60s Group.

31. 2023 WAKES UPDATE AND REVIEW OF WAKES CHARITY STALLS REFUND

The Town Clerk confirmed that the date and venue had been confirmed and booked and he felt that a Working Group should be set up shortly to shape the format of the event. With regard to the charity stalls refund it related to a policy which holds refund deposits.

Councillor Taylor felt that the charity stalls which were situated in the hall this year worked well. Councillor D Ennis stated that the hall had limited space. Councillor Taylor suggested a £20 charge which would be refundable upon attendance or within a fixed time period of cancellation [e.g. not less than one month]. Councillor Woodward felt that £20 may be a little bit much for smaller charities. Councillor D Ennis agreed that a time frame was needed.

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

RESOLVED That a £20 holding deposit be agreed for charity stalls; thus being refundable upon attendance or within a fixed time period of cancellation [not less than 1 month].

32. PLAY IN THE PARKS 2023

The Town Clerk asked Members whether or not they wished to undertake the play in the parks again in 2023 as this was a budget pressure.

Councillor D Ennis stated that the Town Council undertook 10 events this year with the understanding that some of them would be held in Hammerwich [which did not happen]. He felt that the Town Council needed to do the free events however the question was "How we do them". He felt that the Town Council needed to look at doing them smarter and look at how they are run. He felt that we needed to revert back to 8 events.

Councillor Kirkham felt that we needed to look at more creative solutions. Councillor Woodward felt that with the appointment of the Community Development and Engagement Officer this would give more opportunities to engage with community groups and obtain funding.

Councillor D Ennis pointed out that if we agreed the dates sooner rather than later we could email Tasmin Turner, Sports Development Officer, Lichfield District Council and ask if her team could attend all events [get in first before any other organisation].

It was proposed by Councillor Kirkham and seconded by Councillor Coe and following a unanimous show of hands it was

RESOLVED That 8 to 10 [subject to budget] Play in the Parks events continue in 2023.

33. UPDATE ON CHRISTMAS EVENT

The Town Clerk confirmed that the Town Council events had been booked with Cost Cutters donating 500 presents for the event on Saturday 26 November at Sankey's Corner.

Councillor Evans referred to the event on Monday 21 November at Bells Lane and asked if more publicity could be provided i.e. usual residents letter and if a flyer could be given to the school. The Town Clerk confirmed that BuRRT could help with delivery.

Councillor D Ennis stated that the two Town Council events would include the Town Council gazebo where Councillors [as volunteers] would be giving out free refreshments.

The Town Clerk confirmed that funding had been obtained from County Councillor Cox [£100], County Councillor Loughbrough Rudd [£200] and County Councillor Wilcox [£150]. He also mentioned that he had applied to We Love Lichfield Fund but was waiting a decision.

34. REVIEW OF THE MARKETS

The Town Clerk informed Members that a confidential report would be going to the next P&R Meeting scheduled for 01 December relating to the markets.

Councillor D Ennis thought the markets were a crown jewel for the Town Council and had provided a community engagement platform. It also offered support for local businesses.

Councillor Ho stated that despite the feedback received they had been positive events but queried the cost of the road closure. Councillor Taylor explained that the cost included supply and installation of the advance signs, supply and installation of the proposed diversion route, cones and physical pedestrians barriers. Operatives remain on site and re-open the road, removal all signs, barriers and the diversion route at the end of the event. Councillor D Ennis stated that the original quotation was well over the current price paid. He confirmed that he had spoken to the company and as part of their corporate responsibility they had reduced the quotation.

Councillor Woodward said that it would be good to see more local businesses opening up for the market. Councillor D Ennis explained that some local businesses had promised to open up but had not. It may be appropriate to send a letter to the businesses setting out the dates of the market [2nd Sunday] and encouraging them to participate. Councillor Ho felt that they should be encouraged as there would be no stall price charge for them.

Councillor Taylor said that he had spoken to stallholders who had felt that the last three events had seen a fall in footfall and perhaps a refresh of publicity for the market was needed for 2023.

35. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions of Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

36. CONFIDENTIAL MINUTES

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

RESOLVED That the Confidential Minutes of the Community and Partnerships Committee held on 17 August 2022 [Minute Nos. 23-24] be approved as a correct record.

[The Meeting closed at 7:32 pm]

Signed

Date



Better Burntwood Fund

Application for Significant Grants 2022

Name of Organisation	Post Address	Telephone number	Email Address
Burntwood Be A Friend	BBAF Office St. Anne's Church Church Close Chasetown Burntwood WS7 3QL	07514213695	joannedodds@sparkburntwood.org

Main Contact

Name JOANNE DODDS	Phone 07514213695
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Organisation details

Type of Organisation	Registration Number	Annual Income (last complete financial year)	Reserves (last complete financial year)
Charity	1200409	£30,000	£15,000

What are the aims of your organisation?

- alleviate economic deprivation
- reduce isolation & loneliness
- promote wellbeing and positive lifestyle choices
- improve sense of community
- grow the volunteer cohort in Burntwood to support people of Burntwood
- have a positive effect of the local environment

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

We would like to enable the Community Store to become more of a Community Hub so that it can be used to help more local people through activities and meetings on days when the store is not open for shopping. By assisting more people, we hope to further improve our reach and help to create a more positive image and identity for Burntwood. We are sourcing funding that will go towards obtaining multifunctional furniture to enable us to use the space as a signposting hub or place for activities to reach more people of Burntwood (e.g. financial advice, wellbeing sessions, help with filling in forms/applications etc.) In addition, we are also looking for funding to assist with the added costs of opening the Hub on 1 or 2 days extra per week (utility costs, freelance support for activity leads etc.) At present, our electricity bills are our biggest expense by far and we definitely need some support with this as we have already exhausted all avenues to bring these costs down. We are also looking to replace one of our fridges for a newer model (as ours has reached the end of it's repairable life).

Financial Information

Total Project Cost	Funding sought from Burntwood TC	Funding secured from other sources
£60,000 per year	£5,000	Awaiting outcomes from other funding bids including People's Project and The For The People Award 2022 (for which we have been shortlisted)

Any other details that may be relevant

Signed Joanne Dodds Position in Organisation Project Coordinator
Date 15.11.22

Burntwood Town Council

Application for Grant [funding of up to £500]

Name of Organisation: BURNWOOD BREAST CARE

Address: 110 PAULINE WALKER

113 REDWOOD DRIVE, BURNWOOD, STAFFS WS7 2AS

Email: greenhouse113@hotmail.com

Phone Number: 07779 102272

Registration Number [if applicable]: —

Type of Organisation: SUPPORT GROUP FOR LADIES WITH BREAST CANCER

Objectives of organisation: SUPPORT & LOVE,

Relevance to area: ONLY GROUP IN BURNWOOD.

Amount requested: £250 POUNDS

For what purpose: TO PAY RENT TO INSTITUTE
FLOWERS/CARDS FOR POORLY LADIES

Other public/Council aid within the last 12 months: NONE.

Please provide any other relevant additional information on a separate sheet.

Rules for consideration:

- Any amount given will be proportionate to the public benefit and must be relevant to the area.
- A recent balance sheet or reasonable explanation of the organisation's finances must be provided.
- By signing and submitting, it is accepted that all the above facts are correct and the funds will only be used for the stated purpose.
-

Signed: Pauline Walker

Dated: 16-11-2022

Please return to: Burntwood Town Council, The Old Mining College, Queen Street, Burntwood WS7 4QH or email jayne.minor@burntwood-tc.gov.uk

Community and Partnerships Committee

09 December 2022

BURNTWOOD 10K RUN

1.0 Purpose of Report

To examine the merits and benefits of organising a new event in September 2023.

2.0 Background

Earlier this year [20 January 2022], this Committee agreed to explore the detail of organising a 10K run to bring people to the town, engage with local people and business and showcase the town. Such an event would be a prestigious event and would help promote the community spirit of the town.

The Clerk worked with a local events management company to determine the details, route, costs, and safety measures. The events management company have produced a details report which is available for examination. They are proposing that the route is a mix between a lap of Chasewater, and end at Burntwood Leisure Centre, taking in the High Street, but minimising the need for road closure.

3.0 Cost

An event of this size would cost around £12,000-£15,000.

This money would be raised through sponsorship, and entry fees. Typically, an average runner would expect to pay up to £20 for an entry to an event such as this. Each runner would get a commemorative medal, and a goody bag. The event is also accurately timed, and a trophy offered to the winning runner.

It is intended that this event be revenue neutral for the Council.

4.0 Recommendations

- i) That a Working Group be formed to oversee and support the organisation of the event.
- ii) KP Events be appointed to commence arrangements.

Contact Officer

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