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Our Ref: GH/JM

11 November 2021

To: All Members of the Community and Partnerships Committee

Councillors D Ennis [Chair], Westwood [Vice Chair], L Ennis, Evans, Gittings, Kirkham, M Place, R Place and Tapper and Woodward

Dear Committee Member

COMMUNITY AND PARTNERSHIPS COMMITTEE

You are invited to attend a meeting of the Community and Partnerships Committee in the **Main Hall, Burntwood Memorial Institute, Rugeley Road, Burntwood** on **Wednesday 17 November 2021 at 6:00 pm** to consider the following business.

Yours sincerely

Graham Hunt
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 2021 [Minute Nos. 13-22] [**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

The Committee is recommended to approve the application in the sum of £497 in respect of the Fun Club [**ENCLOSURE NO. 2**].

7. MARKETS

To receive a verbal update.

8. WAKES [QUEEN'S PLATINUM JUBILEE] 2022

To receive a verbal update.

9. INFORMATION OR ITEMS FOR NEXT MEETING

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 Chairman 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 Chairman 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 Chairman 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 Chairman 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 Chairman know beforehand.

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY,
BRIDGE CROSS ROAD, BURNTWOOD
HELD ON TUESDAY 19 OCTOBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor D Ennis [in the Chair]
Councillors L Ennis, Evans, Gittings, M Place, R Place, Westwood and Woodward.

In attendance

Ms J Minor, Deputy Clerk
Councillor Willis-Croft

PUBLIC FORUM

There were no questions raised by the public.

13. APOLOGIES FOR ABSENCE

Councillors Kirkham and Tapper.

14. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Evans declared an interest in any discussions concerning CASES as she is a trustee.

15. MINUTES

Councillor D Ennis reminded Members that they were being asked to comment solely on the accuracy of the Minutes.

It was proposed by Councillor Woodward and seconded by Councillor R Place and following a unanimous show of hands it was

RESOLVED That the Minutes of the Community and Partnerships Committee held on 28 September 2021 [Minute Nos. 1-12] be approved as a correct record.

16. INFORMATION FROM THE MINUTES

Councillor D Ennis referred to Minute No. 10 - Community Engagement and in particular the drop box and stated that he would be asking for an explanation from the Town Clerk as to what exactly goes into the drop box and how Councillors can access this.

Councillor Woodward referred to Minute No. 5 - Christmas Events and in particular the formal permission needed by the landlord to use the private forecourts at Sankey's Corner. Members were informed that MAP Property Investments had given their approval via an email.

17. COMMUNITY ENGAGEMENT

Councillor Woodward informed Members that Burntwood Be A Friend and Spark had been successful in obtaining a lottery grant. She also referred to a Community Food Store based at St Anne's Church every Monday from 10am to 1pm. They work in partnership with Fareshare to help prevent food waste. Anybody can become a member for £2 a year and can then choose a set number of items once a week to make up a small or large bag at a cost of £5 or £10. The store is stocked with donated items and short dated supermarket surplus from the Fareshare project and are worth more than £5 or £10 you pay.

Councillor Woodward informed Members that Spark and Fun Club had achieved the Queen's Award for Voluntary Service which is the highest award given to local volunteer groups across the UK to recognise outstanding work done in their own communities. It was created in 2002 to celebrate the anniversary of The Queen's coronation. It is the MBE for volunteer groups. Any group doing volunteer work that provides a social, economic or environmental service to the local community can be nominated for the award. Each group is assessed on the benefit it brings to the local community and its standing within that community.

Following a unanimous show of hands it was **AGREED** that Councillor Evans, as Chair would write to Spark and the Fun Club congratulating them on their Award.

18. CHRISTMAS EVENTS

Councillor D Ennis updated Members on the progress to date. He confirmed that the Library could not be involved this year and that the train and petting zoo would also not be in attendance. However, Emmanuel Church would be hosting Santa as the building would allow a lateral flow and was user friendly.

Following a unanimous show of hands it was **AGREED** that a donation in the sum of £100 would be given to Emmanuel Church towards heating etc. It was confirmed that the £100 would come from the Events Budget.

Councillor D Ennis informed Members that as part of their corporate responsibility Roadtech Cutting Services Limited have agreed to reduce the cost of the Christmas road closure.

Councillor Evans confirmed that the District Council had called a special Regulatory and Licensing Committee meeting on the same night as the Bells Lane event, however, Bromford had made a donation of £200 towards refreshments and would also be sending along staff members.

Councillor R Place referred to the overspend and referred to cost centre 203 4260. It was confirmed that the three Christmas trees, erection of fencing and the installation and removal of Christmas lights would come out of this cost centre.

Councillor D Ennis confirmed that the Co-op would be donating 1,000 mince pies which would be distributed at the events.

Councillor Woodward referred to the market and explained that it is a normal market at the Christmas festival and not a Christmas market.

Members referred to community stalls at the market and Councillor D Ennis explained that due to the limited stalls on the road that it makes sense that these are left for retail style stalls. In previous years charity stalls have been outside of the shops and this can happen again this year. To date, 13 retail style stalls have signed up and CAB would be having a stall outside of their building. However, to fill the space it was **AGREED** that any available space on the road [from 01 November 2021] would be opened up for community stalls. However, it was explained that Bert & Gerts allowed three community stalls during the pilot markets, thus would need to be agreed with the market organisers this time round together with costings.

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

RESOLVED That £4,113.84 be transferred from within cost centre 213 from nominal code 4390 to nominal code 4262 to enable the planned expenditure to be undertaken in full.

19. WAKES/EVENTS [QUEEN'S PLATINUM JUBILEE] 2022

Councillor D Ennis explained that the May Bank Holiday weekend will be moved to Thursday 02 June and an additional Bank Holiday on Friday 03 June will see a four-day weekend in 2022.

Councillor D Ennis felt that the Town Council had a couple of options available to them i.e. do a joint Jubilee/Wakes event or separate events. It was confirmed that the underspend in this year's budget could be vired over into next year's budget.

Councillor M Place explained that she would like to see the Town Council push the idea of street parties, as following Covid, [and people going back to work] it would be good to bring back sense of community. Councillor D Ennis felt that the closing of streets around the town would be pragmatic. Councillor Woodward stated the Town Council could encourage streets to have a party and not necessary a street party to encourage community spirit.

Councillor D Ennis explained that theoretically the Town Council could hire four pitches at Burntwood Leisure Centre for a joint Jubilee/Wakes event. This venue was targeted as most people could walk to the Centre.

Councillor R Place raised caution to putting all eggs into one basket and the event would be weather dependent and asked if perhaps there could be a compromise [half indoors, half outdoors] and perhaps hire a big marquee.

Councillor D Ennis explained that the Town Council would need to engage with an events management company on what they could offer/do. He stated that he had spoken to Lichfield District Council and Lichfield City Council both of whom have not made any plans at this stage.

Councillor R Place stated that the Committee needed to fix a date now so that enquiries could be made. Following a unanimous show of hands it was **AGREED** that Saturday 04 June 2022 would be the date and that the Leisure Centre would be approached to ascertain if the Sports Hall together with all of the fields could be hired.

Councillor Woodward suggested that a 1950's themed event might be appropriate and Councillor D Ennis confirmed that décor and entertainment could be focused around a theme. He also mentioned that at previous Wakes Burntwood Heritage had

had a stall and Peter Walker who is Lichfield Cathedral's Artist in Residence had had a marquee.

20. PLAY IN THE PARKS 2022

Councillor D Ennis hoped that normality would return in 2022 so that the events could take place. The emphasis would be on the community groups to organise and run the events [supported by the Town Council].

Councillor M Place explained that a funding source for the community groups would be the PCC Space project.

Councillor Woodward explained that Spark organised their own events this year at Springhill Academy as did the Fun Club.

Following a unanimous show of hands it was **AGREED** that a provisional email would be sent to the community groups to ascertain their interest.

21. BETTER BURNTWOOD FUND

Councillor D Ennis explained that the application for grant [funding of up to £500] had been placed on the Town Council's website however there was no closing date as applications received would go to Community and Partnership Committees for ratification until the budget had been spent.

In the past, Councillor Woodward explained that the Town Council had received applications from the same organisations every year and Councillor R Place stated that repeat offenders is a problem at Hammerwich Parish Council as well. Councillor M Place felt that we needed to check if the organisation was also approaching other authorities/sources for funding.

22. INFORMATION OR ITEMS FOR NEXT MEETING

Councillor D Ennis stated that he felt the need to bring back the subject of markets as no resolution was included in the previous minutes. He explained that the previous report to this Committee had highlighted a cost of £18,000 based on 12 markets per year. However, there would be no markets during the winter months which would bring the markets down to 8 [one of which could be included in the Wakes event and one as a permanent fixture at the Christmas Festival event].

Councillor D Ennis explained that he had been in discussion with Lichfield City Council on how their markets are run and the Market Charter route using the provisions of Part III of the Food Act 1984 which appears in principle to be the simplest route. He felt that it had been prudent to talk to Lichfield City Council first to ascertain if they had any objections. The Town Council would need to specify the same day every month i.e. the 2nd Sunday.

Councillor D Ennis informed Members that as part of their corporate responsibility Roadtech Cutting Services Limited have agreed to reduce the cost of any future road closures in respect of the markets.

Councillor D Ennis confirmed that he had provided a resolution and costings to the Town Clerk and in order to move this matter forward, a resolution would be going to the next Town Council meeting.

[The Meeting closed at 7.28 pm]

Signed

Date

Burntwood Town Council

17 November 2021

BETTER BURNTWOOD FUND

1.0 Purpose of the Report

1.1 To consider an application for grant [funding of up to £500] from Fun Club Hub.

2.0 Background

2.1 The Town Council has run a community grants scheme for several years. At its meeting on 02 December 2019 the Town Council decided to re-design the scheme so it could be used to help build capacity and resilience in the community over the coming years. Renamed the Better Burntwood Fund the scheme now provides support in several ways:

- Funding of up to £500 for local groups wishing to provide activities and support for their community
- Funding for third sector organisations that provide services to the local community at the early help stage
- Funding to address emergency household needs
- Educational bursaries

2.2 This report only relates to an application submitted to the Small Grants scheme.

3.0 Objectives of Organisation

3.1 To act as a resource for young people aged 8 to 19 living in Burntwood by providing advice and assistance and organising programmes of physical, educational and other activities.

4.0 Purpose of Grant

4.1 Having won the Queens Award 2021 for Voluntary Service [which is the highest award given to local volunteer groups across the UK in recognition of outstanding work done in their own communities], the organisation would like to celebrate this by advertising their achievements by new merchandise in the form of new resources.

5.0 Financial Considerations

5.1 The budget allocation for financial year 2021-22 was £25,000 of which £5,000 was allocated for small grants [up to £500]. £350 has already been allocated which leaves £4,650. Sufficient funding is available in the Small Grants Scheme to support this application.

6.0 Legal Context

6.1 The Town Council has the power to provide grants to community organisations through the Better Burntwood Fund under the provisions of its General Power of Competency.

7.0 Conclusion

7.1 This is a well established and local group who provides a wide range of activities for young people. A consistent challenge for the group is to recruit sufficient volunteers to deliver their programme of activities. The proposed purchase of t-shirts and hoodies will raise

awareness in the community of the group and hopefully will lead to more people volunteering to help.

8.0 Recommendation

8.1 The Community & Partnerships Committee is recommended to approve the application in the sum of £497.

Contact Officer

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