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Our Ref: GH/JM

12 October 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 **Meeting Room** at **Burntwood Library, Bridge Cross Road, Burntwood** on **Tuesday 19 October 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 28 September 2021 [Minute Nos. 1-12] [**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. CHRISTMAS EVENTS

The Community & Partnerships Committee is recommended to agree that £4,113.84 is transferred from within cost centre 213 from nominal code 4390 to nominal code 4262 to enable the planned expenditure to be undertaken in full [**ENCLOSURE NO. 2**].

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

Councillors are invited to discuss any ideas they have regarding events for 2022.

8. PLAY IN THE PARKS 2022

Councillors are invited to discuss any ideas they have regarding the Play in the Parks 2022.

9. BETTER BURNTWOOD FUND

Update on small grants and procedure provided by Councillor Ennis.

10. 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 AT ST JOHN'S COMMUNITY CHURCH, HIGH STREET, CHASE TERRACE
HELD ON TUESDAY 28 SEPTEMBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Westwood [in the Chair]

Councillors L Ennis (left the meeting at 7pm), Evans, Gittings, Kirkham, M Place, R Place and Woodward.

In attendance

G Hunt, Town Clerk

Councillor Willis-Croft

Councillor Taylor

PUBLIC FORUM

There were no questions raised by the public.

1. APOLOGIES FOR ABSENCE

Councillor D Ennis.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Evans declared an interest in respect of item 6. She confirmed that she was a trustee of CASES who might be referred to in any discussions concerning this item.

3. MINUTES

Councillor Woodward pointed out the following errors:

- Item 53 should read Staffordshire Fire and Rescue Service **Authority** and not Panel
- Item 58 should read to **record** (not recall) our thanks to Angela Brady

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 16 March 2020 [Minute Nos. 52-60] be approved as a correct record.

4. INFORMATION FROM THE MINUTES

There was no additional information provided.

5. CHRISTMAS EVENTS

During a discussion of the arrangements for this event the following key points were made:

- The report did not refer to the Morley Road event as this was being delivered independently by the Co-op. The only support that the Town Council provides is the donation of the Christmas tree.
- Bromford Housing had provided a grant of £200 towards the Bells Lane event (which had previously been supported by the Co-op).
- The cost had increased this year due to additional expenditure on new items (Christmas market and new Christmas tree lights) but there was unspent funding in the budget to cover the increased cost.

Mr Hunt informed the meeting that permission to use private forecourts at Sankey's Corner had not been received yet. The lack of formal permission could have implications for the Town Council's public liability cover.

6. BETTER BURNTWOOD FUND

Mr Hunt outlined to the Committee the proposed arrangements for allocating funding this year. It would be based on a commissioning model rather than the traditional allocation of grants. It would be focused on supporting community services that provided early help (Tier 1). The meeting discussed the scope that the Town Council had to support local action and recognised that other partners would lead on the support and delivery of higher tier (tiers 2 to 4) services. The discussion touched on alcohol and drug services. Whilst it was recognised that these services were generally complex and set at tier 2 and above there was acknowledgement that the Town Council might in the future be able to help with any early intervention awareness raising activities. The idea of piloting a commissioning model was welcomed.

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

RESOLVED That the Town Clerk be authorised to let contracts for the following essential community services:

- i) First Contact community telephone helpline with supporting website [estimated contract value £1,500]
- ii) Community Transport [estimated contract value £1,500]
- iii) Income Maximisation [estimated contract value £4,000]
- iv) Volunteer Training [estimated contract value £2,000]

[Councillor L Ennis left the meeting at 7pm]

7. COMMUNITY DIAGNOSTIC HUBS

During the discussion of this report the Committee expressed its disappointment that previous guarantees to provide new services following the closure of St Matthews and Hammerwich Hospitals had not been kept. It was recognised that the location of a diagnostic hub in or within easy reach of Burntwood (by public transport) would address many of the limitations of the current health care arrangements for the town. It would also future proof the town against the

likely impact of an aging population. The Committee asked the Town Clerk to respond to the consultation on behalf of the Town Council based on the views set out in paragraph 2 of the report.

8. BURNTWOOD MARKET

The consensus of the Committee was that the markets had been well received by the public. It was also agreed that a market in some capacity should be held in the town. However, the Committee felt that further research was needed before any definite commitments were made. Key issues raised were.

- The public's appetite for regular markets needed to be tested. The idea of a social media-based survey was welcomed. The survey held at the last market was helpful but the number of people completing the survey was too small to be meaningful
- The cost was high. The public were unaware of the cost and the expectations for future markets are often consequently unrealistic
- The frequency of markets needed to be determined particularly in respect the impact of the weather and other competing events on attendance
- Opportunities for better promotion needed to be explored especially regarding people who do not use social media
- The market needed to be supported by more local businesses based at Sankey's Corner
- The toilets needed proper sign posting and cleaning.

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

The Committee recognised the need to prepare for the Platinum Jubilee.

10. COMMUNITY ENGAGEMENT

Councillor M Place reported on community meetings that she had attended. She wondered if there was a means by which Councillors could report on such meetings. Mr Hunt suggested that it might be possible to set up a drop box which could be used by Councillors to report on the meetings that they had attended. This information would then be available to all Councillors. The Committee were supportive on this idea being explored. It was also agreed that prior to each committee meeting the councillors would be invited to share any updates/news from groups in their wards.

11. DEMENTIA FRIENDLY TOWN

Cllr Evans updated the Committee on the work that the Dementia Working Group had started to raise awareness of the needs of people living with dementia and their carers.

12. INFORMATION OR ITEMS FOR NEXT MEETING

No items were reported

[The Meeting closed at 8 pm]

Signed Date

Burntwood Town Council

19 October 2021

Christmas Events

1.0 Purpose of the Report

1.1 To update the Town Council on progress regarding the Christmas Events.

2.0 Background

2.1 Traditionally the Town Council has directly and indirectly supported five Christmas community events.

2.2 The first is at Morley Road. The event is being delivered independently by the Co-op. The only support that the Town Council will provide is the donation of the Christmas tree. The event will be held on 20 November 2021.

2.3 The second event is at Bells Lane where the Town Council will provide lights for the tree, events management and first aid. The Rotary Club will provide Santa. The event will be held on 22nd November 2021.

2.4 The third event is at Chasetown High Street. The event is run by the local traders and the Town Council's input is limited to providing a grant for the events management. The event will be held on 25 November 2021.

2.5 The fourth event at Sankey's Corner is the one where the Town Council will provide the most support. It is directly responsible for applying for and managing the road closure, hiring the events management company and the entertainers. The event will be held on 25 November 2021.

2.6 The fifth event is at Swan Island. The event is being delivered by the Rotary Club. The only support that the Town Council will provide is the donation of the Christmas tree. The event will be held on 28 November 2021.

3.0 Progress to date

3.1 The arrangements for which the Town Council is responsible in respect of the events at Morley Road, Bell Lane, Chasetown High Street and Swan Island are in place.

3.2 Work in respect of Sankey's Corner is ongoing. The road closure has been approved, the traffic management company appointment, the events manager has been hired along with the entertainers. The details regarding the possible provision of the Christmas market, Christmas presents, refreshments and insurance are still being sorted out.

4.0 Financial Considerations

4.1 As reported to the last Community & Partnerships Meeting the budget allocation this year for the Christmas Events is £4,000. Expenditure so far is £5,113.84. There is outstanding works estimated to be in the region of £2,000. There is also an additional cost in the region of £1,000 to replace the existing Christmas lights for the Sankey's Corner tree. This would lead to a likely budget overspend of £4,113.84.

4.2 This overspend could be accommodate within the existing cost centre for events which is 213 by transferring £4,113.84 from the Wakes Budget [nominal code 4390] which remains unspent because the Wakes was cancelled this year. In respect of the Boney Hay event a donation of £200 has been received from Bromford. Haywood Contracts are making a donation to cover the cost of the refreshments.

5.0 Legal Context

5.1 The Town Council has the power to both provide grants to community organisations and incur direct expenditure on community events under the provisions of its General Power of Competency.

5.2 Permission to use the land has been received from MAP Property Investments Limited.

6.0 Conclusion

6.1 The majority of the planning for the Christmas Events has been completed. Work is still ongoing in respect of Sankey's' Corner. There is a budget overspend, partly caused by new items of expenditure, such as lights and the market.

7.0 Recommendation

7.1 The Community & Partnerships Committee is recommended to agree that £4,113.84 is transferred from within cost centre 213 from nominal code 4390 to nominal code 4262 to enable the planned expenditure set out in paragraph 4.0 to be undertaken in full.

Contact Officer

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