

Our Ref: SL/JM

12 October 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 **Board Room, The Old Mining College Centre, Queen Street, Burntwood** on **Wednesday 19 October 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 17 August 2022 [Minute Nos. 16-24] [**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:

- i. Burntwood St Matthews Cricket Club [**ENCLOSURE NO. 2**]
- ii. Emmanuel New Life Church [**ENCLOSURE NO. 3**]

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

The Committee to receive a verbal update.

8. PLAY IN THE PARKS 2023

The Committee to receive a verbal update.

9. UPDATE ON CHRISTMAS EVENTS

The Committee to receive a verbal update.

10. REVIEW OF THE MARKETS

The Committee is asked to review the market [**ENCLOSURE NO. 4**]

11. 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.

12. CONFIDENTIAL MINUTES

To approve as a correct record the Minutes of a meeting of the Community and Partnerships Committee held on 17 August 2022 [Minute Nos. 23-24] [**ENCLOSURE NO. 5- PINK**].

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.
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**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MAIN HALL, BURNTWOOD INSTITUTE, RUGELEY ROAD, BURNTWOOD ON
WEDNESDAY 17 AUGUST 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Taylor [in the Chair]
Councillors Bishop, Coe, Evans, Gittings and Woodward

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

16. APOLOGIES FOR ABSENCE

Councillors D Ennis, Ho, Kirkham, M Place and R Place.

17. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

18. MINUTES

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

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 22 June 2022 [Minute Nos. 1-15] be approved as a correct record.

19. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

20. COMMUNITY ENGAGEMENT

Burntwood Producers Market

Councillor Taylor referred to the last two Producers Markets and felt that there had been a slight drop in footfall and felt that it was imperative that we kept on top of

promotion. He said that he would be setting up a Facebook page for stallholders and that he was looking at providing some sort of entertainment [i.e. buskers].

Councillor Woodward explained that following feedback received a Punch and Judy man had been provided which had been well received and another suggestion from the feedback was perhaps to have some type of background music however it was noted that a PPL/PRS Licence may be required.

Councillor Woodward referred to recent feedback that she had received. She felt that we needed to maximise Burntwood businesses.

The Town Clerk explained that Burntwood Producers Market will be a confidential item on the next Community and Partnerships Committee Meeting scheduled for 19 October 2022 where Members will have the opportunity to discuss how the contract is managed and run in 2023, end of season feedback etc.

Councillor Evans stated that we needed to encourage more local businesses to have a stall and look at what the community of Burntwood wanted for 2023.

The Town Clerk suggested that perhaps the Town Council could have a "fresh produce" stall. We could collect surplus produce from allotments and grow our own. This could be the next step on from the Community Seed Share. The Town Council could pay for the stall so that we did not have to sell the produce and could work in partnerships with other partners.

It was proposed by Councillor Taylor and seconded by Councillor Woodward and

RESOLVED That the Town Clerk be authorised to look into buskers performing at the Producers Market for a donation of £50 each.

Play in the Parks Events

The Town Clerk felt that the events had exceeded expectations and that they were well run and noted that the Deputy Town Clerk had made a particular sterling contribution, ensuring that all details and behind the scenes work was complete. He confirmed that eight out of a programme of ten events had been completed so far. They had attracted hundreds of children/families. Councillor Woodward thanked staff for their involvement and stated that fantastic feedback had been received on social media.

Memory Walk

Councillor Woodward reminded Members of the Memory Walk which was due to take place on Sunday 18 September, starting at 12.45pm from Sankey's Corner and walk would finish at Swan Island. She explained that really good feedback had been received from businesses [e.g. The Firs Working Mens Club, Wych Elm Pub & Grangemoor Working Mens Club had all offered to provide refreshments and Burntwood Methodist Church had offered to provide a podium etc]. Councillor Woodward stated that one way that people could sign up was via the smart survey link register.

Co-operative Councils' Innovation Network – Warm Spaces

Councillor Woodward explained that Warm Spaces was a group of places where people can come together to stay warm, and perhaps enjoy a meal, coffee, biscuits etc. The Town Council/organisations could register for the programme and have access to a Warm Space Grant [of up to £2,000] to help them create and improve Warm Spaces to enable them to make a positive difference for those living in the

area. The Town Council could compile a list of companies/organisations who were willing to participate. The scheme could run from October to March.

Chase Terrace Methodist Church

Councillor Woodward confirmed that Chase Terrace Methodist Church was closing as a place of worship on 31 August 2022 however it was hoped that perhaps a community interest group could be formed, as it was felt that this was a key area for a community hub, and the church could be let out to cover costs etc. She said that she was currently working on a business plan and funding application.

Councillor Evans felt that the building needed to be retained in the area.

Dementia Friendly Community

Councillor Evans confirmed that Chasetown Methodist Church had agreed to display the boards and the two high schools would be approached again once they returned in September.

21. BETTER BURNTWOOD FUND

Burntwood Platinum Amateur Boxing Club

Councillor Woodward queried the fact that this was a private organisation rather than a community group and that there was still some confusion over the terms of the lease. The Town Clerk confirmed that the Club status was not for profit and that they did not exclude anyone from joining [regardless of income]. He stated that the Boxing Club had worked in partnership with the Town Council to deliver the Play in the Parks event at Redwood Park.

Councillor Evans confirmed that she had emailed officers, Councillors and the Chief Executive of Lichfield District Council in an attempt to clarify the leasing arrangements.

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

RESOLVED That a grant be awarded to Burntwood Platinum Amateur Boxing Club in the sum of £500 **subject** to their terms of the lease being clarified.

Burntwood Memorial Community Association [BMCA]

The Town Clerk explained that the building was a crucial meeting space which had been run on a shoestring for many years. He stated that Councillors together with himself had previously had a meeting with Brian Harman to discuss ways forward. Councillor D Ennis had suggested to Mr Harman that he apply to the Staffordshire Business and Environment Network for a grant for solar panels in the hope of reducing their excessively increasing electricity bills. However, the grant covered the capital cost only of solar panels [e.g. equipment purchase cost] and not the installation costs.

The Town Clerk stated that the provision of good quality solar powered electricity meant that the BMCA are more sustainable financially and lowers carbon emissions in support of tackling the climate emergency. He also stated that a further upgrade was due to be installed which would mean that excess electricity generated would be sold to the grid providing the BMCA with a new income stream.

Councillor Woodward queried the Better Burntwood Fund criteria [Pot 2 Essential Community Services] to support the initiation or safeguarding of community provided services]] and thought that the funding was up to £5,000 for each application and the fact that this was a retrospective application.

Councillor Taylor referred to the Community and Partnerships Committee meeting held on 22 March 2022 [Minute No. 62]. He confirmed that an in-depth discussion had taken place and the item had been deferred before.

Councillor Evans stated that there is not another venue like this in Burntwood and that other organisations work out of and use the building and playing fields.

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

RESOLVED That a grant be awarded to Burntwood Memorial Community Association in the sum of £5,000 and that the Town Clerk confirms the Terms of Reference for the Better Burntwood Fund criteria [Pot 2 Essential Community Services] and the maximum funding per application.

22. 2023 WAKES

Councillor Taylor suggested Saturday 22 July 2023 for the next Wakes event which does not seem to clash with any other event at this moment in time.

Councillor Taylor mentioned the proposed budget for the event and Councillor Woodward explained that the Platinum Jubilee event this year included a two-year budget [due to the fact that the previous year had been cancelled] and that we needed to take into account increases in costs/inflation. She felt that we needed to put a cap on expenditure/budget and perhaps raise money through grants/sponsorship. Options discussed were a budget of £16,000 plus grants/sponsorship or a budget of £16,000 minus grants/sponsorship.

Councillor Taylor stated that he was looking at a scaled down version/event like this year which includes a stage, one or two professional acts, etc but felt that a budget of £16,000 may not be enough. He also said that we should approach Lichfield District Council as they sponsored the Bower. Councillor Taylor also mentioned having a licensed bar which could potentially generate an income.

Councillor Evans stated that we needed to look at sponsorship and community involvement and felt that the Wakes was an important event within our community.

Members felt that the charity/community stalls were well received in the Sports Hall.

Councillor Woodward felt that the lower cost acts were good at the Platinum Jubilee event and we could encourage people from the local community to perform. She felt that it would be good to see something different and perhaps encourage a band to get involved [i.e. Erasmus Darwin Jazz Band, Staffordshire Youth Orchestra, Rugeley Power Station Band, Lea Hall Band].

In order that the essentials could be booked [i.e. Burntwood Leisure Centre] it was proposed by Councillor Evans and seconded by Councillor Coe and

RESOLVED That the date of the 2023 Wakes be 22 July, a recommendation to Full Council of that the budget be £16,000 and that a further discussion takes place whether the budget will be plus sponsorship or minus sponsorship.

23. 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.

24. WAKES 2022 INVOICE

See Confidential Minutes.

[The Meeting closed at 7.24 pm]

Signed

Date



Burntwood Town Council

Application for Grant [funding of up to £500]

Name of Organisation: Burntwood St Matthews Cricket Club

Address: The Riddings, Nightingale Walk, Burntwood, WS7 9QH

Email: barn16@yahoo.co.uk

Phone Number: 07941805238

Registration Number [if applicable]: n/a

Type of Organisation: Sports Club

Objectives of organisation: To be a community based cricket club which not only exists to play cricket but also supports the local community

Relevance to area: The Cricket Club has been in existence since 1897.

Amount requested: £500

For what purpose: To replace the Astro-turf training strip, which was damaged after having a hole burnt in the middle of it. This strip is used by both players and young players as part of club training

Other public/Council aid within the last 12 months: Lichfield Community Fund - £150, awarded in December 2021

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.
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Signed : Russell Broomhall - Treasurer

Dated : 02/09/2022

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

ENCLOSURE NO. 2

Burntwood Town Council

Application for Grant [funding of up to £500]

Name of Organisation: Emmanuel New Life Church

Address: 29 Cannock Rd, Burntwood, WS7 1JY

Email: emmanuelnewlifechurch@gmail.com

Phone Number: 07947295311

Registration Number [if applicable]: 1021096

Type of Organisation: Charity / Church

Objectives of organisation: In regards to this Grant, we currently put on a "Community Hub" available to all with free Tea/coffee and cakes and wish to open this up to multiple days per week.

Relevance to area: We are centrally placed in the heart of the community and wish to open our doors to all.

Amount requested: £500

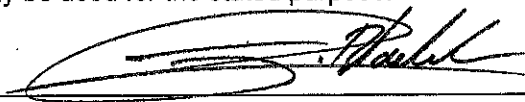
For what purpose: To help cover the costs of hosting our Community Hub and it's various expenses.

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: 

Dated: 03/10/22

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

19 October 2022

REVIEW OF THE MARKETS

1.0 Purpose of Report

To provide information to enable members to discuss the Markets and make any recommendations for improvements for future markets.

2.0 Background

The Burntwood Producers Market was conceived by members as a way of responding to resident's feedback asking for some sort of market to be provided at Sankey's Corner. With some financial assistance from Lichfield District Council, the Town Council arranged a pilot market in 2021, which was considered a success.

It was then agreed by Members to allocate a budget to cover the costs of road closure and to commission a supplier to provide other services to make sure a market can be run suitably and safely at Sankey's Corner of the second Sunday of each month between April and October.

3.0 The Markets

A specialist events company called Bert and Gerts was commissioned to run the market. They provide and erect gazebos for each stall holder so it can be assured that they are safe and suitable. Bert and Gert also co-ordinate and recruit stall holders who pay Bert and Gerts a fee of £30 per market day.

The Deputy Clerk liaises with the District Council to arrange the road closure and BTC staff post the closure notices and hire a company to arrange signage and the actual closure of the road from 7am to 3pm on market day.

BTC through the Deputy Clerk arrange for two community stalls to be included. These are allocated to local community groups to support their services and activities and raise money.

The Burntwood Town Council's own branded gazebo has been present, along with Burty or new EV, giving the Council visibility and the facility to engage with residents.

The markets have been heavily promoted through social media, using it's own dedicated page, the Town Council's page, and pushing it into local group pages. Councillors have also supported the social media push through they own pages, and a peak reach of 27,000 views on posts was achieved. The markets were also featured in City Life Magazine and information about the Markets was in our leaflet that was delivered to 13000 homes in the Spring.

Footfall throughout each market day was estimated to be in the region of 1,000.

4.0 Costs

Cost as per market:

£300 plus VAT Bert & Gerts [includes Stalls and Tables

£650 plus VAT Roadtech Cutting Services Limited [Road Closure]

Total net cost for all the markets (excluding Christmas Market in November) - £6,650

Contact Officer

Steve Lightfoot

Town Clerk

steve.lightfoot@burntwood-tc.gov.uk