

Our Ref: GH/JM

04 November 2019

To: All Members of the Community and Partnerships Committee
Councillors Darren Ennis [Chairman], Woodward [Vice Chairman], Laura Ennis, Evans, Gittings, Kirkham, Loughbrough Rudd, Westwood and Willis-Croft

Dear Committee Member

COMMUNITY AND PARTNERSHIPS COMMITTEE

You are invited to attend a meeting of the Community and Partnerships Committee in **The Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH** on **Monday 11 November 2019 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 speak at all of the Town Council's meetings. 30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. 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 your request to speak 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.

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.

TOGETHER WE'RE BETTER
To receive a presentation

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 16 September 2019 [Minute Nos. 18-25] [**ENCLOSURE NO. 1**].

4. **INFORMATION FROM THE MINUTES**

5. **COMMUNITY GRANTS 2019/2020 [ENCLOSURE NO. 2, APPENDIX 1, APPENDIX 2 AND APPENDIX 3].**

6. **UPDATE ON CHRISTMAS EVENTS [ENCLOSURE NO. 3]**

7. **INFORMATION OR ITEMS FOR NEXT MEETING**

8. **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.

9. **STEPHEN SUTTON BURSARY 2019/2020 [ENCLOSURE NO. 4 - PINK].**

**MINUTES OF A MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 16 SEPTEMBER 2019 COMMENCING AT 6:00 PM**

PRESENT

Councillor D Ennis [in the Chair]

Councillors L Ennis, Evans, Gittings, Kirkham, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

Two members of the public

TOGETHER WE'RE BETTER

Members were informed that officers representing Together We're Better would not be attending on this occasion [the Town Clerk had been notified on Friday 13 September 2019]. Members made reference to the fact that this was the second occasion when officers from Together We're Better were unable to attend. Councillor Woodward felt that the Town Council needed to be robust on this occasion as health services in Burntwood were under resourced and made reference to the Sustainability and Transformation Plan. Councillor Evans felt that the Town Council should not be side lined and Councillor Kirkham made reference to health practitioners/GPs who are struggling as well. It was **AGREED** that the Town Clerk should email the Chief Executive of Together We're Better and it was also **AGREED** that Councillor D Ennis, as Chairman of the Community and Partnerships Committee would follow this matter up.

18. APOLOGIES FOR ABSENCE

Councillor Loughbrough Heron.

19. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

20. MINUTES

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 18 July 2019 [Minute Nos. 9-17] be received and where necessary approved and adopted.

21. DEMENTIA ACTION PLAN FOR BURNTWOOD TOWN COUNCIL

Members were informed that the purpose of the report was to set out an action plan for the Town Council that would enable them to make a meaningful contribution to health and social care being undertaken across the town to support people living with dementia and their carers.

Councillor Kirkham stated that the report follows on from the meeting of the Dementia Task and Finish Group which was held on 03 July 2019 and which was chaired by Councillor Evans.

The Town Clerk explained that the number of people with dementia is expected to increase with 1 in 3 people born this year will go onto develop dementia. The Town Clerk stated that the Town Council needed a targeted approach and should focus on what they can do.

Members were informed that despite the Town Council not having a statutory role there are things that they could do to support the work of the lead agencies and the voluntary sector. Members were advised that the disease [dementia is a term used to cover a range of brain related diseases] is having a devastating impact on the community, however, it was important to recognise any role could only be a supporting one. One of the key issues that the Town Council could help to address is lack of awareness and could help by promoting the advice and support that is available in Burntwood; identify any gaps in provision and support the establishment of community or voluntary groups to meet identified need.

Councillor Evans reminded members that dementia was her chosen charity for the year and that the Town Council should move ahead as fast as possible.

It was suggested to enable the Town Council to make the contribution the following action plan be recommended:

Action 1 - All town councillors to undertake dementia friends training.

Action 2 - Member dementia champions to be appointed for Boney Hay, Burntwood, Chase Terrace and Chasetown.

Action 3 - Town councillors to map dementia provision in their respective wards.

Action 4 - A dedicated dementia page be set up on the Town Council's website to promote available dementia advice and support.

Action 5 - Start discussions with the business community regarding how to make shops more dementia friendly.

Councillor Kirkham encouraged all Town Councillors to get involved and make a contribution to the Action Plan.

Councillor Woodward thanked the Dementia Task and Finish Group and stated that firm actions needed to be put in place [recognising the Town Council's supporting role].

Councillor Westwood asked if a timescale for the Action Plan had been set. The Town Clerk confirmed that Dementia Friends Training would be provided for all members prior to the meeting of the Town Council on 28 November 2019 and it was hoped that by Christmas 2019 most of the actions would be underway and/or completed.

Councillor D Ennis felt that everyone could achieve the Action Plan as there were groups already out in the community.

It was also suggested that the Town Council could also use its grant scheme to help establish any new groups that are seeking to provide support in areas of deficit.

RECOMMENDED TO FULL COUNCIL that the Action Plan be received and adopted and that the Town Council's grant scheme be made available to help establish any new groups that are seeking to provide dementia support in areas of deficit.

22. JOINT PARISH COUNCILS MEETING

The Town Clerk made reference to Item No. 3.0 - Joint Meeting [3.1] and confirmed that Councillor D Ennis was in attendance and not Councillor Evans.

Members were informed that the report was for information purposes only.

Members were referred to Minute No. 17.5 [18 July 2019 refers] and informed that a meeting with adjoining Parish Councils had taken place in August. The Town Clerk explained that the key issues of discussion were Chasewater, Burntwood Cemetery, Local Plan Review, Footpaths and Cycleways and public participation in Council meetings.

Members were informed that some progress had been made since the August meeting. A report on public participation at Council meetings was considered by the Policy and Resources Committee on 09 September 2019. It recommended that the public should be able to participate at all Council meetings providing that 3 days' notice was given to the Town Clerk [this would give the Town Clerk time to provide any background information that might be needed to assist the Committee to respond to any issues raised]. Members were advised that investigations had also been undertaken to see on what basis people who lived outside of the parish could be buried in Burntwood Cemetery [a report outlining the findings of these investigations was programmed to go to the Policy and Resources Committee on 19 November 2019]. Members were informed that the Clerks to Burntwood, Norton Canes and Heath Hayes and Wimblebury Parish Councils had met to start working on National Cycleway Route No. 5 [which goes around Chasewater and out westward through Cannock].

Councillor Woodward said that the meeting was not designed to replace the Parish Forum. Instead it would provide the opportunity for more focussed discussions with adjoining Parishes.

Councillor D Ennis felt that the meeting had gone well and that good discussion had ensued.

Councillor Evans felt that the meetings could only be a positive benefit to all concerned.

23. PLAY IN THE PARKS

Members were informed that the report was for information purposes only.

Members were informed that the purpose of the report was to update them on the events delivered this year under the Play in the Parks initiative.

The Town Clerk explained that the events were well attended [attendance ranged from 300 to 500 people depending on the location and the weather]. The Town Clerk explained that the event held at St Matthews Cricket Ground had to be cancelled due to a very waterlogged field.

Members were advised that the format of 2 events per week for 4 weeks delivered from local parks is now well established. The parks used are Burntwood Park, Chase Terrace Park and Redwood Park along with Open House, St Matthews Cricket Ground and more recently Spark.

Members were advised that the net cost to the Town Council for Play in the Parks 2019 was just over £5000 after a £500 grant from the Lichfield Safer Communities Partnership Small Projects Fund. This is approximately £2,000 more than the previous year due to the commissioning of an Events Management Company to manage the events. This was felt necessary to free up Town Council staff and address health and safety concerns. The extra cost was covered from within the approved budget.

Councillor D Ennis explained that these were very small events to begin with but had evolved over time and the Town Council needed to change how the events were managed. Councillor D Ennis stated that apart from two venues, the Town Council worked in partnership with other organisations i.e. St John's Community Church, Spark, Fun Club and Beacon Community Church and that the Town Council needed the organisations to run the events [supported by the Town Council].

Councillor Woodward felt that in previous years July/August and November/December were completely taken up by staff time [organising and running the events]. Councillor Woodward wished it to be recorded and it was **AGREED** that the Town Clerk would write to Mrs Tranter to thank her for her help and assistance in running the events this year. Councillor Woodward made reference to the health and safety issues and how thin these were in the past [young children and bouncy castles].

Councillor Woodward made reference to the social media coverage and still felt that the events offered were good value for money.

Councillor Evans stated that Mrs Tranter knew the events inside and out and also thanked Councillor L Ennis for her help and assistance. It was good to see organisations getting on board however it was vitally important to get the health and safety right.

Councillor Willis-Croft felt that the events should continue to have an input from the Town Council.

Councillor D Ennis agreed that the Town Council should not withdraw entirely. The Town Council would continue to help its partners to take the lead in planning and hosting these events. If different organisations took over control of the events they had more funding opportunities than the Town Council i.e. Bromford's YouCan Foundation Funding where members of the public can apply and the Town Council cannot not.

Councillor Kirkham stated that there were lots of colleges/universities offering Event Management Courses and students could do work experience as the events are held during the summer holidays. It was **AGREED** that Councillor Kirkham would obtain further information, contact details etc.

24. CHRISTMAS EVENTS

Councillor D Ennis stated that he had had an unorganised meeting with Library staff regarding giving out tickets and the queuing system for Santa etc. It had been agreed that the Library would provide the gazebo, queuing system and Friends of Burntwood Library would provide

the presents [funded via the Town Council's grant aid scheme] and the Town Council would provide Santa.

Members were informed that a meeting would shortly be held with Seventeen43 Management with regard to the event management part of the event to ensure that the event run safely.

Councillor Woodward made reference to setting the budget for 2020/2021 and emphasised that the Town Council cannot keep undertaking the events and that the Town Council needed to prioritise [best impact on people in Burntwood]. Councillor Woodward felt that the funfair was not very Christmassy.

Councillor D Ennis explained that the Chasetown events was now being run by Chasetown businesses in that they were getting their own tree, lights, road closure etc.

Councillor Evans made reference to the event in Boney Hay and stated that the area concerned did not have the luxury of many businesses. Councillor Evans made reference to the health and safety aspect of the event and the Town Clerk confirmed that Seventeen43 Management would be asked to manage the event.

Councillor D Ennis confirmed that the businesses in Chasetown were sorting out their own insurance, health and safety etc.

Councillor D Ennis felt that the Boney Hay event was not in a good place and could perhaps be moved to Ryecroft shops and Morley Road shops.

Councillor Woodward stated that Bromford may wish to become involved as there are a lot of Bromford tenants in the vicinity. Councillor Woodward confirmed that there was a Ryecroft Traders Association.

Councillor Kirkham felt that due to decline in resources future proofing the events/strategy was needed as the Town Council may need to nurture some of the events in certain areas.

The Town Clerk made reference to the Better Burntwood Concept [flagging up strong partnership working and focussing of resources which would include future proofing for all community events].

25. ANY OTHER BUSINESS

[Councillor D Ennis suggested that "Any Other Business" should remain on future Agendas [for discussion purposes only] so that future Agenda items could be discussed].

There were no other items of business.

[The Meeting closed at 7.00 pm]

Signed

Date

Burntwood Town Council

Community and Partnerships Committee

11th November 2019

Community Grant 2019-20

1.0 Purpose of the Report

1.1 This report provides recommendations concerning the allocation of the community grant.

2.0 Background

2.1 Within the current financial year the Town Council has allocated £15,000 for community projects. It received 31 applications from local groups and charities for a range of community projects. As the grant scheme is over-subscribed each year the Town Council decided that it would give priority to applications that:

- Helped to build capacity within the local community
- And secondly, that were submitted by groups that had not previously submitted applications or were not regular beneficiaries of the scheme

2.2 The Community Grant is not intended to be a source of year on year revenue funding.

3.0 Evaluation of grant applications.

3.1 In the context of the priorities set out in paragraph 2.1 above 9 applications are considered to contribute to capacity building in the local community. These applications are shown in

Appendix 1. The applications range from buying in specialist advice to support further fund raising to replacing equipment to help the delivery of health services.

3.2 The application from Support Staffordshire will be jointly supported by County Councillor Helen Fisher through the People helping People Fund. As a result, the total funding included in Appendix 1 is £3,885.94.

3.3 Appendix 2 lists 14 applications which also contribute to local capacity building but have received funding in the past. The total amount of grant aid requested by this group of

applicants is £8,877. 63. Within the group is an application by CASES to continue a weekly walk in advice service. Although in principle this is a service that the Town Council may be willing to fund there is concern that CASES are not making the most of their premises to raise income. It is suggested that further discussions are held with CASES to explore how the walk- in service is funded.

3.3 County Councillor Sue Woodward has also agreed to use the People helping People Fund to match fund the application from the Fun Club to provide training for young leaders.

3.4 The Town Council has also received a further 8 applications which are considered not to meet the current Town Council priorities. In the main these applications tend to be for one off events that do not contribute significantly to local capacity building. The list of applications is included in Appendix 3.

4.0 Finance

4.1 The combined grant allocation as set out in Appendices 1 and 2 is £12,763.57. This currently leaves £2,236.43 unspent.

5.0 Conclusion

5.1 The Town Council has received a good range of applications which meet the priorities that it has set for the allocation of this year's grant aid. Not all of the funding has been allocated leaving the Town Council scope to respond to unforeseen circumstances should they arise later in the year.

6.0 Recommendation

6.1 The Policy and Resources Committee is recommended to:

- (i) Approve the grant applications listed in Appendix 1
- (ii) Approve the grant applications listed in Appendix 2
- (iii) Refuse the grant applications listed in Appendix 3

Contact Officer

Graham Hunt

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Grant Aid Matrix – Appendix 1

Applications that contribute to community capacity

	Name of Organisation	Purpose of Grant	Amount Sought	Amount Recommended	Previous Grants Awarded	Comments
2.	Burntwood and Cannock Chase First Responders	To help towards the replacing and updating of equipment in two vehicles	£257.96	£257.96	2018 - £250	
16.	Chasewater Friends	To help towards the purchase of a recycled plastic bench for the park	£490	£490	None	
17.	Cherry Orchard Garden Services	To help towards the floor refurbishment of the portacabin	£1,000	£1000	None	
19.	Emmanuel Church New Life Centre	To help finance a bid writer	£500	£500	2017 - £350	
20.	Friends of Burntwood Library	To help towards the replacement of two of the worn mats in the Children's section of the Library	£460	£460	2018 - £395	
25.	Pathway Project	To help towards the purchase of a gazebo and two wheeled storage boxes	£227.98	£227.98	None	
28.	St Anne's Church	To obtain a church tree for the church	£100	£100	2018 - £200	Previous commitment
30.	St John's Community Church	To obtain a church tree for the church	£100	£100	2017 - £300 2018 - £200	Previous commitment
32.	Support Staffordshire	The grant will be used to help the scheme become an independent charity and relocate to Burntwood	£1500	£750	2018 - £650	SCC to provide £750 match funding
	GRANT AID £15,000		£4,635.94	£3,885.94		

Grant Aid Matrix – Appendix 2

Applications that contribute to community capacity but are from groups who receive regular funding from BTC.

	Name of Organisation	Purpose of Grant	Amount Sought	Amount Recommended	Previous Grants Awarded	Comments	Approved [Including Amount Awarded]
4.	Burntwood Chase Heritage Group	To help finance the purchase of a projector	£499	£449	2017 - £120 2018 - £250		
6.	Burntwood Gardening Guild	To help towards the purchase of a trophy and help to meet the running costs [fees and travelling expenses] of specialist gardening speakers who live outside of the catchment area	£125	£55	2017 - £150 2018 - £125	Funding for Trophy but not running costs	
7.	1 st Burntwood Girls' Brigade	To help towards the updating and remodelling of the storage facilities at Burntwood Methodist Church	£285	£285	2017 - £250 2018 - £200		
9.	Burntwood Live at Home Scheme	To help towards the purchase of an Active Minds Starter Pack from NAPA	£400	£400	2017 - £150 2018 - £100		
10.	Burntwood Memorial Community Association	To help towards the purchase of new curtains for the stage in the main hall	£500	£500	2017 - £250 2018 - £250		
11.	1 st Burntwood Scout Group	To help towards the replacement of folding tables	£240	£240	2017 - £250 2018 - £200		
12.	Burntwood St Matthews Cricket Club	To help towards the re-fitting of the shower room	£500	£500	2017 - £250 2018 - £225		

13.	CASES	To help maintain the walk-in service at the Burntwood Office (2x4 hour sessions per week)	£4000	Up to £4,000	2017- £3,500 2018 - £3,000	Further discussions with CASE needed to explore other revenue streams	
18.	Christ Church, Burntwood	Contribution to 200 th Year Anniversary	£100	£100	None	The Church has not previously received funding from the Town Council in recent years. It is an opportunity to engage with this community who at the moment do not have a close relationship with the Town Council.	
21.	Fun Club	To support young leaders training and evaluation	£1000	£500	2017 - £300 2018 - £1,500	SCC to match fund £500	
22.	Hazelwood Bowls Club	To help towards the purchase of a water urn, emulsion paint [club house] and set of junior bowls	£164	£134	2017 - £150 2018 - £70	Paint not eligible as a maintenance item	
26.	Spark Burntwood	To help towards the purchase of wall reception storage and racking of the community storage cupboard	£1,140	£1,140	2017 - £500 2018 - £150		
27.	Spark [Grand Parents Group]	To help offer painting facilities to the children and adults	£225.63	£225.63	2017 - £250 2018 - £200		
31.	St John's Community Church	To help towards the purchase of a new iPad	£349	£349	2017 - £300 2018 - £200		
	GRANT AID £11,114.06		£9527.63	£8877.63			

Grant Aid Matrix – Appendix 3

Applications not recommended for approval

	Name of Organisation	Purpose of Grant	Amount Sought	Previous Grants Awarded	Comments
1.	Active 60's Group	To support with coach hire, trips and resources [e.g. crafts, speakers, keep fit instructors]	£300	2017 - £150 2018 - £100	Does not contribute to building capacity. Regular applicant.
3.	Burntwood Carers	Help towards the payment of boat trip and hand massages and rent	£200	2017 - £150 2018 - £150	Does not contribute to building capacity. Regular applicant.
5.	Burntwood Friendship Group	To help towards the cost of trips for members	£200	2018 - £175	Does not contribute to building capacity.
8.	Burntwood Lions	Contribution to Santa Special to be held at Statfold Barn Railway, Tamworth	£3,000	2017 - £750 2018 - £500	Very big application. Does not contribute to building capacity. Regular applicant.
14.	Chase Terrace Bowls Club	To help cover the Club's bowling green hire costs paid to Lichfield District Council	£200	2017 - £180 2018 - £100	Does not contribute to building capacity. Regular applicant.
15.	Chase Terrace Technology College	Sponsorship of 2020 Expo	£2000	2017 - £1,500	More appropriate for business sponsorship
23.	Liberty Staffordshire (CIC)	To help to launch a new choir for young people who live with a physical or learning difficulty	£5000	None	Very big application covering wider area than Burntwood. Cannot provide year on year revenue support for a service.
24.	Midland Soccer Academy	To help towards the purchase of winter coats for the under 13's team	£600	2017 - £250 2018 - £300	Does not contribute to building capacity. Regular applicant.

29.	St Giles Hospice	To help towards the purchase of specialist medical equipment for the patient rooms	£684	2017 - £300 2018 - £250	Application covers an area much wider than Burntwood. Applicant has extensive fund raising capability.
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October 2019

Dear Local Business Owner

Re: Chasetown Christmas Lights Event – 27 November 2019

We are delighted to inform you of an exciting event taking place on our very own High Street between 18:00-20:00 on Wednesday 27 November 2019. Supported and organised through a group of local businesses, the Chasetown Christmas Lights Event will see Christmas lights and decorations illuminate the High Street once more and bring back some festive fun for all the family.

Residents and visitors who join us to celebrate this event will be able to enjoy the atmosphere on the High Street which will offer local exhibitor stalls, food and drink stalls, fairground rides, school choirs, Santa and his elves, plus a very special guest. Throughout November and December, the High Street will benefit from a collection of Christmas decorations on the High Street. Consisting of 2 x six-metre-high fully decorated Christmas trees and 25 lamppost mounted Christmas lights along the High Street from St Joseph's School to Chasetown Civil Engineering.

For the event on 27 November, we will have;

- Santa and his elves
- Stalls
- Free fairground rides
- 2 x school choirs and the Scout band
- Plus, Jason Jones – Semi-Finalist from BBC's "The Voice"

The costs of the decorations and the event itself amounts to £30,000. As a local business owner, we would be grateful for your support and invite you to contribute towards the lights/event and show solidarity in keeping our community spirit alive.

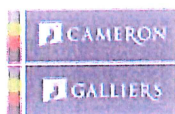
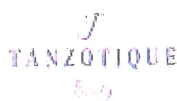
Contributions can be made to the following bank account. Please state 'Christmas Lights' as reference.

Sort Code: 40-28-18
Account Number: 41464736

We would also urge you to join in the festivities by decorating your shop windows for this event, or even keeping your doors open to reap the benefits that the event will bring with visitors discovering all the wonderful things our High Street has to offer.

If you have any queries, or would like further information about the event, please contact chasetownchristmasevent@hotmail.com

Warm regards.



BONEY HAY
BURNWOOD
CHASE TERRACE
CHASETOWN

