

Our Ref: GH/JM

24 December 2019

**To: All Members of the Community and Partnerships Committee**  
Councillors Darren Ennis [Chairman], Woodward [Vice Chairman], Laura Ennis, Evans, Gittings, Kirkham, Loughbrough Rudd, M Place, 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 06 January 2020 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. 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 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.

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.

#### AGENDA

##### 1. APOLOGIES FOR ABSENCE

**2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To receive 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 02 December 2019 [Minute Nos. 35-43] [**ENCLOSURE NO. 1**].

**4. INFORMATION FROM THE MINUTES**

**5. PLAY IN THE PARKS PROGRAMME UPDATE [ENCLOSURE NO. 2]**

For information only. To receive an update on next year's Play in the Parks events programme.

**6. PLANNING UPDATE ON THE WAKES FESTIVAL [ENCLOSURE NO. 3]**

Members are asked to note the report and advise on the scope and nature of the activities they wish to see provided at the festival.

**7. CITIZENS ADVICE SOUTH EAST STAFFORDSHIRE [CASES] WALK-IN ADVICE SERVICE [ENCLOSURE NO. 4]**

Members are asked to approve a community grant application submitted by CASES to support the Burntwood Walk-in Service for the period January 2020 to December 2020.

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

**MINUTES OF A MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD AT  
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD  
ON MONDAY 02 DECEMBER 2019 COMMENCING AT 6:00 PM**

**PRESENT**

Councillor D Ennis [in the Chair]

Councillors L Ennis, Evans, Gittings, Loughbrough Rudd, M Place, Westwood, Willis-Croft and Woodward

**In attendance**

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

Councillor D Ennis welcomed Councillor M Place to her first meeting following her co-option to the Town Council on 28 November 2019.

**PUBLIC FORUM**

No questions were raised by members of the public.

**35. APOLOGIES FOR ABSENCE**

Councillor Kirkham.

**36. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**37. MINUTES**

Councillor Ennis informed Members that the Minutes had already been proposed by Councillor Woodward and seconded by Councillor L Ennis at the Town Council meeting held on 28 November 2019.

**RESOLVED** That the Minutes of the Meeting of the Community and Partnerships Committee held on 11 November 2019 [Minute Nos. 26-34] be received and where necessary approved and adopted.

**38. INFORMATION FROM THE MINUTES**

There was no information from the minutes.

### **39. REVIEW OF THE CHRISTMAS EVENTS**

#### **Swan Island**

Councillor D Ennis stated that even though the Town Council has very little input into this event this is still a Town event and confirmed that Councillor Evans, as Chairman of the Town Council, had performed the official switch on of the Christmas lights. It was confirmed that the Town Council provide the Christmas tree and Councillor Evans confirmed that the lights were sponsored by Crown Cutting. Councillor Ennis stated that it was important that community groups take the lead on such events however it may be appropriate to have some discussions with the Rotary Club to further development this event. The Town Clerk suggested that a meeting with organisations involved in the Christmas events could be arranged [similar to the one being arranged for those involved in the Play in the Parks events].

#### **Bells Lane**

Councillor D Ennis stated that he felt that this event attracted a bigger crowd this year and this may have been due to the fact that the Boney Hay School choir had been integrated into the event. Councillor Woodward thanked Bromford for their help and assistance on the night.

Councillor Woodward made reference to the picket fencing around the Christmas tree in Chasetown and asked if less intrusive fencing could be provided around the Christmas trees at Bells Lane and Sankeys Corner. The Town Clerk stated that the risk assessment would be re-visited to assess if the trees are at risk. Councillor D Ennis stated that the picket fencing would be assessed at the end to see if this type of fencing is fit for purpose.

Councillor D Ennis confirmed that he had had preliminary talks with the Co-op at Morley Road and the owner of the shops to see if they would be interested in holding an event [this would be adding to the events, not taking one away]. Councillor Woodward stated that the Town Council needed to look for other partners [encourage smaller community groups].

#### **Chasetown Event**

Councillor D Ennis stated that the Chasetown event showed when big businesses come together [Cameron Homes, Chasetown Civil Engineering etc] what could be achieved. Councillor D Ennis confirmed that the organisers had agreed to a minimum three more years for the Chasetown event. Councillor D Ennis stated that positive feedback had been received with over 1,500 people attending [good community spirit]. Councillor Woodward felt that this showed community engagement and that people are proud of Chasetown. Councillor Evans stated that she had spoken to Anthony Everall [former members of the Chasetown Chamber of Trade] who had been really impressed with the event.

#### **Sankey's Corner Event**

Even though it was cold, Councillor Woodward felt that the weather made the event feel very Christmassy. Councillor D Ennis stated that the Library did not give out as many presents as last year and Councillor Woodward felt that this may be due to the logistics of the queuing system.

Councillor D Ennis explained that Emmanuel Church had taken on board the comments made last year and had provided hot refreshments etc in the church.

Councillor Woodward explained that the Friends of Burntwood Library had confirmed that they had 88 chocolate advent calendars left [these could be donated to either Spark or the Foodbank], 23 foam advent clocks [which could be kept for next year] and 27 selection boxes

[these could be used for the children coming to the lantern parade at Chasewater and a couple of the foam clocks for any diary free children].

Councillor D Ennis explained that Seventeen43 Limited had confirmed that from their point of view the road closure team were excellent throughout the event, having so many Police and PCSOs in attendance was great, the new shorter layout compared to last year worked far better, the car park at Roseblade, Solicitors was ideal and the overall timings of closing off the road and the attractions arriving worked very well and to plan. The only issues were from stallholders arriving either late or wanting to leave at 6pm. Councillor D Ennis felt that more uniformity was needed for stallholders [similar to the Wakes, spaces can be agreed on a first come first serve basis].

Councillor Woodward confirmed that Councillor D Ennis had had discussions with the shopkeepers at Sankey's Corner. Councillor D Ennis stated that he had engaged with the businesses and needed the businesses to be more involved. Councillor D Ennis suggested engaging with the schools more [school choir/school band] and asked if the Library might take more control of the event.

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

**RESOLVED** That

- a. the Friends of Burntwood Library make the decision on whether to donate the 88 chocolate advent calendars to either Spark and/or the Foodbank.
- b. 27 selections boxes be used for the children coming to the lantern parade at Chasewater and any leftover foam advent clocks be kept for next year.

#### **40. REVIEW OF COMMUNITY GRANTS**

The Town Clerk made reference to Minute No. 30 - Community Grants 2019/2020 [11 November 2019 refers] and advised Members that the purpose of the report was to provide a review of the existing community grants provided by the Town Council and seek the agreement of the Committee to a consolidated scheme.

Members were advised that currently the Town Council provides three separate community based grants schemes namely the general grant aid scheme, the hardship fund and the Stephen Sutton Bursary.

Members were advised that the general grant aid scheme had been in operation for a number of years and the scheme is normally over-subscribed. The information required to support each application is the same irrespective of the complexity or cost of the proposal.

Until this year, Members were advised that the Town Council did not indicate any priority action so its funding was not targeted. However, this year priority was given to applications that added to community capacity and were from applicants who had not recently received funding from the Council [the scheme is not intended to be a source of year on year funding].

Reference was made to the hardship fund and Members were advised that this was the second year that the Town Council had made funding available for this [the fund is designed to help families who are currently facing financial challenges buy essential household items such as

fridges, cookers and carpets]. Members were advised that the fund is not widely publicised and is being delivered on behalf of the Town Council by Burntwood Lions [who have delivered a similar scheme for a number of years].

Reference was made to the Stephen Sutton Bursary which had been introduced in 2015 as a lasting tribute to Stephen's life [the Town Council had agreed to make an annual bursary available to talented young people wanting to go onto greater achievements in the Arts, Sport or Academic fields. Two annual bursaries of up to £1,000 are available and that there are two age groups namely 11-14 years and 15-19 years]. Members were advised that the bursary had not attracted the level of interest that the Town Council had hoped.

Councillor M Place made reference to pupils from Burntwood who attended schools outside of Burntwood i.e. Cardinal Griffin School in Cannock who may not be aware of the scheme [need ways of communicating with other schools]. Councillor Evans confirmed that the pupils must be resident within the Burntwood Town Council boundaries. The Town Clerk confirmed that the information could be sent to schools outside of the parish boundary so that pupils who lived in Burntwood would be aware of the bursary.

Councillor Evans asked if the school consultation was a joint one or individual one as a spirit of co-operation between the schools is needed. It was confirmed that it would be a separate consultation.

Members were advised that the current grant aid arrangements needed to be refreshed [whilst the principle of supporting community activity remains valid] the application forms do not distinguish between small and large schemes; the general grant aid scheme is not targeted and is seen by many local groups as a source of year on year funding; the Stephen Sutton Bursary has a very low application rate and better promotion is needed to increase community awareness.

Members were advised that to maximise the benefits of the funding it was suggested that the three grants are consolidated to allow the Town Council, whilst maintaining the aims of the individual grants, to have greater freedom to respond to need and community responses.

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

**RESOLVED** That

- a. the general grant aid scheme, the hardship fund and the Stephen Sutton Bursary be consolidated into the Better Burntwood Fund [the hardship fund be renamed community support fund].
- b. the current rates of funding for each component of the Better Burntwood Fund be:
  - i. Pot 1 Community Project [small community projects ranging from £100 to £500 and not to require match funding] £5,000
  - ii. Pot 2 Essential Community Services [to support the initiation or safeguarding of community provided services] £10,000
  - iii. Community Support Fund [delivered by Burntwood Lions] £10,000
  - iv. Stephen Sutton Bursary £2,000

- c. the Town Clerk consults with Chase Terrace Technology College and Erasmus Darwin Academy Schools Councils regarding the future of the Stephen Sutton Bursary and how best the bursary can be used to support young people.

#### **41. INFORMATION OR ITEMS FOR NEXT MEETING**

Councillor D Ennis made reference to the Burntwood Wakes and the date suggested was Saturday 11 July 2020. Councillor Woodward felt that the Town Council needed to think carefully on what the Town Council gave for free and what is subsidised [i.e. funfair rides]. Councillor D Ennis confirmed that he had already had initial discussions with the funfair company and asked if initial discussions could take place with Freedom Leisure etc.

Councillor L Ennis made reference to the Play in the Parks events for 2020 and the Town Clerk confirmed that following a meeting with the organisations involved in the events [05 December 2019], it would be early January 2020 before any dates could be confirmed.

#### **42. 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.

#### **43. MINUTES: CONFIDENTIAL**

Councillor Ennis informed Members that the Minutes had already been proposed by Councillor Woodward and seconded by Councillor Kirkham at the Town Council meeting held on 28 November 2019.

**RESOLVED** That the Confidential Minutes of the Meeting of the Community and Partnerships Committee held on 11 November 2019 [Minute Nos. 33-34] be received and where necessary approved and adopted.

[The Meeting closed at 7.10 pm]

Signed .....

Date .....

# **Community and Partnerships Committee**

**6<sup>th</sup> January 2020**

## **Play in the Parks Programme Update**

### **1.0 Purpose of the Report**

- 1.1 To update the Committee on ongoing discussions with local community organisations, who have previously hosted Play in the Park events, about the next year's programme.

### **2.0 Background**

- 2.1 The first Play in the Parks event was delivered in 2015. It was, and still is, an initiative that was instigated by the Town Council. However, as the popularity of the events have grown the Town Council has increasingly needed to rely on the active involvement of local groups.
- 2.2 The size of the programme is too big for the Town Council to deliver directly. As it means that during the summer school holidays three members of staff (out of a core team of four) are focused on the events rather than other council business. A further consideration is that none of the staff have events training or experience. Unfortunately, this has meant that the Play in the Parks Programme has become a real burden on the team.
- 2.3 The current Town Council is keen to continue to support the Play in the Parks Programme. However, it is concerned that the current arrangements for delivering the programme are putting too much pressure on staff and are presenting them carry out other duties. The current arrangements are also at odds with the Town Council's preferred approach to community development and engagement as set out in the Better Burntwood Concept.
- 2.4 The Town Council would like to change the way that it works with the community. Rather than put in place community activities and events delivered by Town Council staff, with the support of local groups, it would prefer to give the community the opportunity to decide what activities and events they would like. Once local communities have decided what they wanted to do the Town Council would then be in a position to see what help it could offer. It is intended to maintain the same level of expenditure on the events.
- 2.5 On 5<sup>th</sup> December 2019 a meeting was held with the organisations who host Play in the Parks events: St Johns Community Church, Beacon Church, Fun Club and Spark. Events are also held at Burntwood Park and St Matthews Cricket Ground but are solely delivered by the Town Council. The Town Council's new preferred way of working was outlined to the meeting. The idea of a core offer from the Town Council consisting of the provision of events management and first aid support plus a small budget to pay for activities was explained. The key responses from the meeting were:



- There was a clear expectation that the Town Council would continue to take the lead on the delivering the events. In particular they wanted the Town Council to still continue to hire activities for the events. Otherwise it would impact too much on the delivery of their own activities
- One group were concerned that the events management did not begin early enough for their event and was a bit too inflexible
- There was general agreement whilst Town Council funding should continue there were lots of opportunities to raise funding elsewhere to enhance the programme
- There was similar agreement that promotion need to be better with a summer leaflet for schools a high priority
- Better communication was needed with Lichfield District Council to ensure that there was no clash of events.

2.6 A further meeting is planned for the New Year to carry on the discussion and begin the planning for next year's programme.

### **3.0 New working arrangements**

3.1 In view of the responses from the host organisations it is suggested that the for the coming year the offer was as follows:

- Burntwood Town Council will continue to co-ordinate the programme. It will be responsible for booking activities, co-ordinating the promotion of the programme, events management and first aid cover where needed. It will also provide a small budget (in the order of £500) for each event to pay for activities. It will not however provide staff to supervise the events. Although Town Councillors may on a personal basis wish to volunteer as helpers
- Host organisations will be responsible for deciding when their event(s) will take place and what activities will be provided. If the cost of the activities is above the funding on offer from the Town Council the host organisation will be responsible for raising the additional funding. The host organisation will be responsible for managing the event on the day with the support of the dedicated events manager and first aiders where need.

3.2 This revised offer will be discussed at the planned meeting with the hosts in the New Year.

### **4.0 Power to Act**

4.1 The provision of community events like the Play in the Parks Programme is not one of the Town Council's statutory duties. However under the provisions of the Local Government Act 1972 Section 137 local councils have the power to "incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of the inhabitants"<sup>1</sup>The Play in the Parks events are covered by this legislation.

### **5.0 Finance**

5.1 A sum of £7,000 has been included in the draft budget for the Play in the Parks Programme

## 6.0 Conclusion

6.1 The discussion with local groups about next years Play in the Parks Programme and the planned changes to the way the Town Council wants to work with them has started and further meetings are planned. There remains a strong commitment to continue with these events.

## 6.0 Recommendation

6.1 This report is for information purposes and does not require the Committee to make a decision. A further report to the Committee will be provided following the next meeting with the local hosts.

### References

<sup>1</sup> The Local Government Act 1972 Section 137.

### Officer Contact

Graham Hunt

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01543 677166

# **Burntwood Town Council**

## **Policy and Resources Committee**

### **6<sup>th</sup> January 2020**

#### **Planning update on the Wakes Festival**

##### **1.0 Purpose of the report**

- 1.1 To update the Committee on the planning of this event and to seek its views on the format of the event.

##### **2.0 Background**

- 2.1 The Burntwood Wakes Festival is the largest and most long-standing community event provided by Burntwood Town Council. It is attended by between 3000 to 5000 people each year.

##### **3.0 Progress to date**

- 3.1 The land adjacent to Burntwood Leisure Centre has been booked to host the event on 11<sup>th</sup> July 2020
- 3.2 The draft budget includes an allocation of £15,000 to fund the festival. The budget will be considered by the Council at its meeting on 8<sup>th</sup> January 2020
- 3.3 At the present time no activities have been booked. Guidance is sought from the Committee regarding the scale and nature of next year's event.

##### **4.0 Finance**

- 4.1 The Draft budget for 2020/21 contains an allocation of £15,000 which is slightly more than the budget allocation for 2019/20.

##### **5.0 Power to Act**

- 5.1 The Town Council has under the provisions of Local Government Act 1972, s137 (Class 5) the power to provide and support festivals like the Burntwood Wakes.

##### **6.0 Conclusion**

- 6.1 The site has been booked and budgetary provision has been made for the festival. Thought now needs to be given to the scope and nature of the activities provided on the day.

##### **7.0 Recommendation**

- 7.1 The Committee is recommended to note the report and advise on the scope and nature of the activities it wishes to see provided at the festival.

##### **Contact Officer**

Graham Hunt

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# **Burntwood Town Council**

## **Community and Partnerships Committee**

**6<sup>th</sup> January 2020**

### **Citizens Advice South East Staffordshire (CASES) Walk-in Advice Service**

#### **1.0 Purpose of the Report**

1.1 To seek approval for a community grant application submitted by CASES for this service.

#### **2.0 Background**

2.1 CASES submitted an application for funding under the Town Council's community grants scheme. This application was to enable CASES to continue to provide a walk-in service to local people from their office on Cannock Road. During the current financial year the service has provided advice to almost a 1000 local residents. This has led to £68,403 being raised in benefits and clients being helped to manage £460,411 of debt. The advice is delivered through 2 x4 hour sessions. In the previous year CASES saw 564 clients. But although they saw less clients £175, 300 was raised in welfare benefits and £787,465 of debt managed.

2.2 CASES application was considered by the Community and Partnerships Committee at its meeting on 19<sup>th</sup> November 2019. The Committee acknowledged that whilst the walk-in service was clearly of value it was concerned that CASES had not fully explored all other sources of funding. In particular there was a concern that the office on Cannock Road was not being used to its full potential. The Committee decided to defer making a decision on the application until further information about CASES wider funding situation was available.

#### **3.0 Additional Information**

3.1 On 18<sup>th</sup> December the Town Clerk met with the CEO and Manager of CASES to discuss the Committee's concerns. With regard to the use of the building to generate more income CASES confirmed that they had explored a number of options. However, the layout of the building made it very difficult to create any independent space(s) for commercial use. Commercial use of the building would also impact on business rates as at present the office was rated as a charity. Whilst the building was not fully used at all times there were several days when it was at full capacity.

3.2 CASES were able to show that they are very active in raising funds. In 2017 -18 they raised £255,232 from external sources. They have been innovative in introducing new initiatives to met the needs of our community. At present there are 12 different projects that are in operation. Unfortunately, funding organisations are very reluctant to fund the direct core costs delivery of services like the Burntwood Walk-in service. As a free service this is a continuous fundamental challenge.

3.3 CASES do have reserves but these are not considered to be disproportionate to the scale of its operation. A large part of the reserve is required to ensure that the organisation has funding to cover at least 3 months of operational costs.

#### **4.0 Finance**

4.1 CASES have applied for £4,000. There is currently £6,236 in the community grants budget.

#### **5.0 Power to Act**

5.1 The Town Council has the power under the provisions of the Local Government Act 1972, section 142(2A) to support organisations like CASES who provide advice to individual members of the community.

#### **6.0 Conclusion**

6.1 The Walk-in service being provided by CASES is clearly well used by local residents and is successfully helping them with the financial they face. CASES are very active in raising funds but this service has proved difficult to fund. The organisation is not sitting on a large reserve in view of the scale of its activities. It is the type of service which is at the heart of the Better Burntwood concept. Without Town Council support this service could be at risk.

#### **7.0 Recommendation**

7.1 The Community and Partnerships Committee is recommended to approve a grant of £4,000 to CASES to support the Burntwood Walk-in service for the period January 2020 to December 2020.

#### **Contact Officer**

Graham Hunt

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