

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 08 FEBRUARY 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Taylor [in the Chair]

Councillors Bishop, Coe, D Ennis, Gittings, Kirkham and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms K Horner, Community Development and Engagement Officer

PUBLIC FORUM

No questions were raised by members of the public.

45. APOLOGIES FOR ABSENCE

Councillors Evans, Ho, M Place and R Place.

46. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in Burntwood Be A Friend as she is the Secretary to the Trust Board.

Councillor Woodward declared an interest in Chase Terrace Methodist Church as a former Steward.

Councillor Taylor declared an interest as he attends the Burntwood Memorial Institute's committee meetings as a representative of Burntwood Town Council.

47. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 12 January 2023.

Councillor Woodward referred to Minute No. 41 - Community Engagement and in particular the Memory Walk and thanked all organisations who had contributed to the Memory Walk. She also referred to Minute No. 42.1 – Burntwood Be A Friend and in particular the resolution referring to the application from Burntwood Be A Friend and asked if the word "Home" could be replaced with the word "Friend".

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 09 December 2022 [Minute Nos. 37-44] be approved as a correct record.

48. INFORMATION FROM THE MINUTES

Councillor Woodward referred to Minute No. 42.1 - Burntwood Be A Friend and in particular the resolution. She explained the current situation regarding the increasing energy costs and that the organisation had now submitted a formal complaint to the Housing Ombudsman.

49. COMMUNITY ENGAGEMENT

Councillor D Ennis referred to a recent meeting he had attended with representatives from Cameron Homes, Keon Homes and Chasetown Civil Engineering where a discussion had taken place regarding potential sponsorship for the Wakes Festival and Play in the Parks events. He stated that a Noel Sweeney Foundation had been set up where three large companies would invest annual funds. *[The Noel Sweeney Foundation is a charitable trust, set up to support local communities and is governed by a Board of Trustees. Their aim is to predominantly support young people and those who are disadvantaged through programmes that provide learning, education, and better quality of life. They also seek to support the education of young people seeking a career in the construction industry. They can assist and support projects or initiatives that help communities to grow, prosper and provide a service that benefits the widest group of people, support education and development of children and young people].*

Councillor Woodward explained that she had been invited to visit some newly formed allotments [30 half plots] just inside the Hammerwich Parish boundary. She had been led to believe that all plots had been taken up and they were also in negotiation with Hammerwich Parish Council. Councillor Woodward also referred to previous discussions which this Council had had regarding allotments *[Small Holdings and Allotments Act 1908]*.

Councillor Woodward referred to the CASES building located at Sankey's Corner which was under utilised at the moment. She confirmed that discussions were currently taking place between CASES and another organisation in order that they may work together to make that building more user friendly.

Councillor Taylor stated that he had taken on the role of Trustee of Burntwood Memorial Institute and attends the Burntwood Memorial Community Association committee meetings as a representative of Burntwood Town Council. He explained that the committee currently had no chairman and that there were concerns about its finances. They currently employ two cleaners and one admin staff. They needed more volunteers and perhaps one or two more Trustees. Councillor Woodward suggested approaching Councillor Ho who had shown an interest. It was **AGREED** that the Town Clerk would contact Councillor Ho.

50. BETTER BURNTWOOD FUND

The Town Clerk referred to Minute No. 42.1 - Burntwood Be A Friend and in particular the resolutions and outlined the options available to Members as the Town Council is currently unable to award £5,000 from the Better Burntwood Fund. The Town Clerk explained that the Better Burntwood Fund "re-starts" again from 01 April 2023.

Councillor Woodward felt that this was not an easy decision to make as it was not a quick fix and Councillor D Ennis felt that the resolution should be left as it is until further information was available.

50.1 Chasetown Football Club

The Town Clerk referred to the application from Chasetown Football Club which related to a project estimated to cost in the region of £850,000. The project would turn the natural grass pitch at The Scholars Ground into an artificial surface, known as a Football Turf Pitch. He explained that the Club were seeking funds of £5,000 and that funding was being sourced from other organisations.

Councillor D Ennis raised concerns as £150,000 from Premier League Club Development Fund was only "in principle" and even with the other forms of funding, if secured, there is still a shortfall.

Councillor Woodward was not convinced that £5,000 would make a great difference or benefit the Town in the short term.

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

RESOLVED That the Town Clerk emails Chasetown Football Club saying that the Town Council is fully supportive of the idea however that the Club contacts us again in the future when they are closer to their target of £850,000 to discuss opportunities from the Town Council to assist them.

50.2 Cherry Orchard Garden Services

The Town Clerk referred to the application from COGS [Cherry Orchard Garden Services] who were a vibrant and active organisation based at the Memorial Institute. The grant would go primarily towards operational support costs.

Councillor D Ennis explained that previously the Town Council had refused applications from organisations just to pay their rent and he felt that this would send out the wrong message. The grant needs to fund a project for the benefit of Burntwood.

Councillor Woodward felt that more detail was needed i.e., how many residents they provide services to in the Parish of Burntwood and what are the current charges.

Councillor Taylor explained that he, together with the Community Development and Engagement Officer had visited COGS and he explained that the grant would also go towards maintaining their customers residential gardens at the same price as 2022.

Councillor Woodward said that she had seen no promotion of the service on social media platforms and asked how do residents access COGS services.

Councillor Kirkham felt that the Town Council should not set a precedent relating to paying of rent. She confirmed that some houses in Crane Drive [in the Parish of Hammerwich] used COGS services, however, she also felt that there was not sufficient information in the application. Councillor Kirkham referred to the Dementia Friendly Town initiative and asked if there could be a connection between COGS services and people living with dementia and asked how do they assess vulnerable people.

Councillor D Ennis stated that the Town Council was supportive of the good service provided by COGS around the Town but the grant needed to support a project and clarification of the current 2022 charges was needed.

The Town Clerk stated that previously COGS had been involved with MHA Communities but did not know the extent of it now.

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

RESOLVED That the Town Clerk emails COGS saying that the Town Council is fully supportive of the organisation. Pending discussions with the Town Clerk, regarding a specific project and how many residents they provide services to in the Parish of Burntwood and what are the current charges then £3,600 be allocated from the Better Burntwood Fund.

50.3 South East Staffordshire Citizens Advice Bureau [trading as Citizens Advice South East Staffordshire – CASES]

The Town Clerk referred to the application from South East Staffordshire Citizens Advice Bureau [CASES] which primarily related to maintenance costs. He explained that the organisation were seeking funds of £5,000. He also stated that CASES had received year on year funding from the Town Council.

Councillor Woodward felt that CASES are a big organisation and should therefore have a sinking fund for maintenance. She explained that discussions were currently taking place with another organisation potentially moving into the CASES building for the benefit of the town and this organisation would pay rent to CASES which would offset their costs. If this came to fruition it was hoped that the building would be more open to the public.

Councillor Taylor said that he was not sure the Town Council should be funding the fact that CASES have not kept up with maintenance. He suggested splitting the grant and perhaps doing the front of the building to make it more attractive.

Councillor D Ennis referred to the Charity Commission website and the fact that CASES have [two years out of the last three years] put money into reserves. Currently their free reserves stands at £129,242. He also explained that potentially CASES could rent out the "shop" frontage and work from the first floor.

Councillor Woodward stated that given the level of reserves they should have a clear maintenance programme.

It was proposed by Councillor D Ennis and seconded by Councillor Bishop and following a unanimous show of hands it was

RESOLVED That £1,750 be awarded from the Better Burntwood Fund to CASES on the strict understanding that it is spent on the following items:

- Painting front doors and window frames - £480
- Replace film to the front windows - £400
- External lockable noticeboard - £200
- Replace back door - £670

It was noted that £4,110.38 remained unspent in the Better Burntwood Fund for 2022/23. Councillor D Ennis stated that previously the unspent budget went into general reserves.

It was proposed by Councillor Taylor and seconded by Councillor Woodward and following a show of hands [6 For, 1 Abstention] it was

RESOLVED That the £4,110.38 from the Better Burntwood Fund for 2022/23 be rolled forward to the 2023/24 budget and go towards reactive grants awarded on a similar basis to the current process.

51. BETTER BURNTWOOD FUND

The Community Development and Engagement Officer explained that she felt that there was no real guidance on how larger grants were currently distributed and the new 3-year commissioning model would focus on delivering specific services to meet pre identified priorities within the town. Hopefully, this would broaden the net to bring more services to Burntwood.

Councillor Kirkham stated that hopefully the new commissioning process would have more impact and more sustainability, however, a gap analysis should be undertaken at the start and at the finish.

Councillor Taylor felt that the new commissioning process would offer less opportunity for other organisations to apply. The Town Clerk confirmed that the up to £500 Better Burntwood Fund would still remain.

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

RESOLVED That the Town Clerk be authorised to implement a 3-year commissioning model and support the process of consultation before the planned launch in the summer.

52. STEPHEN SUTTON BURSARY

The Community Development and Engagement Officer explained the background to the Stephen Sutton Bursary and the adjustments proposed. She stated that applications would be particularly welcomed from students who are in receipt of free school meals and from children in care.

Councillor Woodward felt that serving our residents was important and applications should be received from residents living in the Parish of Burntwood. She also stated that we needed to consult with Jane Sutton on the relaunch of the Bursary.

Councillor D Ennis pointed out that since March 2020 no-one had approached the Town Council regarding the Bursary and he felt that if the Town Council was going to re-launch the Bursary perhaps a re-branding was needed.

Councillor Taylor and Councillor Coe suggested another title may be appropriate but to still include "In Memory of Stephen Sutton".

Councillor Gittings pointed out that children in care already receive help and assistance to access Bursaries etc.

Councillor Woodward suggested Burntwood Bursary [in Memory of Stephen Sutton] but would prefer this to be discussed with Jane Sutton.

Members were informed that at the end of March 2023 there will exist an earmarked reserve of £4,000. It was suggested that this money could be used as a special one-off grant to develop youth engagement and support, working with partners. It was **AGREED** that the Community Development and Engagement Officer could report back with specific proposals for Members to consider.

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

RESOLVED That the re-launch of the Bursary be supported and be open to students who live within the Parish of Burntwood. That for 2023/24 the budget be revised to £2,000 [offering two Bursaries] and consider a possible change of name in consultation with Jane Sutton and that the remainder of the reserve be invested in youth engagement opportunities, subject to a further report to this committee.

53. HIS MAJESTY KING CHARLES III CORONATION – GIFTS TO SCHOOL CHILDREN

The Town Clerk asked whether or not Members wished to explore and consider options to commemorate the Coronation of His Majesty King Charles III which will take place on Saturday 06 May 2023.

Councillor Kirkham said that she was not convinced with regard to the bookmarks but liked the idea of trees and the link to sustainability. Councillor Kirkham referred to re-cycled bookmarks.

Councillor D Ennis stated that in primary schools reading is a big part of their curriculum and he liked the idea of bookmarks as they appeared to be good value for money. He hoped that with regard to the tree planting this could involve BuRRT. Councillor D Ennis pointed out however that there was no allocation budget at the moment for any expenditure.

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

RESOLVED That £1,000 be allocated for Town Council branded re-cyclable bookmarks to be given to all primary aged children within the Parish of Burntwood and an English bareroot Oak Sapling to be delivered and planted to the eight primary schools within the Parish of Burntwood.

54. EMAIL NEWSLETTER REVIEW

Councillor Taylor informed Members that two newsletters had been issued [January and February] and would welcome feedback from Members. He stated that each newsletter took about four hours to produce and he had invited other organisations i.e., the Police to provide some content. Councillor Taylor confirmed that currently there was 194 subscribers.

Councillor D Ennis felt the more platforms we have to communicate with residents the better but asked that the information circulated around the table identifying subscribers email addresses could be blanked out in future.

Councillor Woodward confirmed that an email from the Deputy Clerk had been circulated to all Members encouraging them to "share" information on our social media platforms.

The Town Clerk confirmed that cards would be available at the forthcoming markets asking residents to sign up to the newsletter.

55. 2023 WAKES

Councillor Taylor thanked the Deputy Clerk for the work undertaken on the Wakes so far and that there had been some sponsorship interest for the "music festival" part of the event.

The Town Clerk confirmed that an initial email had been sent out to organisations by the Deputy Clerk and three companies had shown an interest in sponsoring the event. He confirmed that he, together with Councillor Taylor and the Deputy Clerk would be meeting with Steve Trow, Marketing Manager from Lesters Packaging on Thursday 09 February to firm up sponsorship. The Town Clerk confirmed that he would be inviting the other organisations to come in for a chat. He also confirmed that he would be meeting with Kerry Dove, Chief Operating Officer from Lichfield District Council on 14 February 2023 to ascertain what support the District Council could offer.

Councillor Taylor felt that there was no firm agreement with regard to sponsorship received and whether or not this was deducted from the budget of £16,000.

It was proposed by Councillor Taylor and seconded by Councillor D Ennis and following a unanimous show of hands it was

RESOLVED That any sponsorship received would be added to the budget of £16,000.

[The Meeting closed at 7.50 pm]

Signed

Date