

Our Ref: SL/JM

15 June 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 **Meeting Room, Burntwood Library, Bridge Cross Road, Burntwood** on **Wednesday 22 June 2022 at 6:00 pm** to consider the following business.

Yours sincerely



Steve Lightfoot
Town Clerk

LICHFIELD CITY OF SANCTUARY

Mr Nigel Gann, Secretary, Lichfield City of Sanctuary to give a talk on how the Town Council can work with and support Lichfield City of Sanctuary, particularly in supporting our Ukrainian residents.

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 19 April 2022 [Minute Nos. 65-74] [**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. TERMS OF REFERENCE FOR THE COMMUNITY AND PARTNERSHIPS COMMITTEE

The Committee is asked to review the Terms of Reference [**ENCLOSURE NO. 2**].

7. BURNTWOOD WAKES PLATINUM JUBILEE CELEBRATION EVENT 2022

The Committee to discuss the event which was held on 04 June 2022.

8. MARKETS

The Committee to receive a verbal update.

9. PLAY IN THE PARKS 2022

The Town Clerk to give the Committee a verbal update on plans and progress.

10. CHRISTMAS EVENTS

The Committee to receive a verbal update. The Committee is asked to consider a request from Burntwood Action Group for them to be included in the Town Council's annual funding for festive trees.

11. BETTER BURNTWOOD FUND - MIDLAND SOCCER ACADEMY

The Committee is asked to consider an application from Midland Soccer Academy [**ENCLOSURE NO. 3**]

12. BETTER BURNTWOOD FUND – MHA COMMUNITIES SOUTH STAFFORDSHIRE

Due to time restraints, under Chair's discretion, the Committee is asked to ratify the decision made in respect of an application from MHA Communities South Staffordshire [**ENCLOSURE NO. 4**]

13. LICHFIELD CITY OF SANCTUARY

The Committee is asked to consider supporting and partnering with City of Sanctuary and promoting around the Town and that a meeting be facilitated with interested parties, community groups etc so that Mr Gann [or another City of Sanctuary rep] can discuss ways forward.

14. INFORMATION OR ITEMS FOR NEXT MEETING

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting but are not already on the agenda. So that the Members of the meeting can be properly briefed in order to enable them to provide considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The 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 AT BURNTWOOD LIBRARY, BRIDGE CROSS ROAD, BURNTWOOD ON
TUESDAY 19 APRIL 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor D Ennis [in the Chair]

Councillors L Ennis, Evans, Kirkham, M Place, R Place, Tapper and Woodward

In attendance

S Lightfoot, Town Clerk

PUBLIC FORUM

No questions were raised by members of the public.

65. APOLOGIES FOR ABSENCE

Councillor Gittings.

66. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

67. MINUTES

It was noted that Minute No. 60 - Community Engagement [page 21, paragraph 5] should read that the Earl of Shrewsbury was unable to attend the tree planting events but did make a private visit at a later date.

RESOLVED That the Minutes of the Community and Partnerships Committee held on 22 March 2022 [Minute Nos. 56-64] be approved as a correct record.

68. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

69. COMMUNITY ENGAGEMENT

Members were informed that Councillor D Ennis and the Town Clerk had visited Burntwood Memorial Community Association [BMCA] to explore ways in which the Town Council could best support them in this time of rising costs. Councillor Ennis had supplied some information that would help fund the capital costs for the installation of solar panels which would help their electricity bill. It was also suggested that they consider applying to the Town Council for a grant to cover the labour costs.

It was recognised that BMCA provide a valuable service for the Town.

Councillor D Ennis updated the Committee on work he has been doing to maintain the town's open access defibrillators. Councillor Woodward paid tribute to Councillor Ennis and Councillor Taylor for all the work they have put in to raise awareness of the defibrillator units and to check that they are constantly serviceable.

Councillor Woodward reminded Members to watch the recently released film highlighting the work the Town Council does particularly with Burntwood Be a Friend [BBAF], made by the Co-operative Council Innovation Network. The Town Clerk will circulate an easy-to-follow link.

Councillor Woodward update the Committee regarding BBAF.

- A new co-ordinator is now in post from 19 April 2022.
- A successful lottery grant ensures the Community Shop can continue.
- The shop is going to register as a Community Interest Company
- BBAF will incorporate as a Charitable Incorporated Organisation.

Councillor Kirkham informed the Committee about her work on the Independent Police Advisory Group [IPAG]. This is a volunteer role to help the Police build insights into the needs, wants and assets of groups who are underrepresented in their normal decision-making process. Councillor Kirkham is looking for a local person who would be interested in joining the IPAG.

Councillor M Place advised that Betterway Substance Misuse Services are interesting in providing peer to peer self-help services in Burntwood and are looking for a venue for a few hours x 3 days a week.

Members were informed that Councillor Woodward and Councillor D Ennis had met with representatives of Hammerwich Parish Council and discussed the possibility of working in partnership to deliver a Play in the Park event in Coppy Nook Park. Councillors exchanged information about Jubilee events in both areas.

70. BURNTWOOD WAKES PLATINUM JUBILEE CELEBRATION EVENT 2022

It was reported that the planning for the Jubilee Wakes Festival was well advanced and on track. The working group continues to meet every Friday. Committee Members are welcome to attend.

71. MARKETS

Councillor D Ennis reported that the Market in April had been well received. The main negative comment was from people claiming they did not know it was on. It was noted that although it is difficult to get information out in the Town, and staff and Councillors worked hard to let people know, this is a legitimate comment, and it was agreed that we should try other methods of getting the message across.

To this end, Councillor Ennis proposed the production and distribution of a leaflet to be delivered to 13,000 households in the Town, and another 2,000 copies that can be handed out at events. Councillor Ennis had asked a graphic designer to draft a leaflet, explored printing and distribution cost. The leaflet contains information on the Markets, the Jubilee Wakes Festival, other events and contains a calendar.

The Committee agreed that time was critical. Councillor Ennis stated that distribution would take place in early May before the next market and well in advance on the Jubilee Wakes Festival.

It was proposed by Councillor D Ennis and seconded by Councillor Woodward and

RESOLVED That the Town Clerk order the print, and the distribution at a cost of £800.

72. BETTER BURNTWOOD FUND – BURNTWOOD COMMUNITY SEED SHARE

Members were informed that a small community group had applied to the Town Council for a small grant from the Better Burntwood Fund for people to engage in gardening.

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

RESOLVED That a grant of £250 be made to Community Seed Share.

73. BETTER BURNTWOOD FUND – BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION

Members were informed that BCMA had applied to the Better Burntwood Fund for a contribution of £500 towards the cost of three replacement doors. The remainder of the funding would come from a grant from Screwfix and their own funds.

It was proposed by Councillor Kirkham and seconded by Councillor Tapper and

RESOLVED That a grant of £500 be made to BMCA.

74. INFORMATION OR ITEMS FOR NEXT MEETING

None reported.

[The Meeting closed at 7.30 pm]

Signed

Date

Community and Partnerships Committee

Terms of Reference

Composition: 12 Elected Members.

Purpose

1. To increase the level of community engagement with the work of the Town Council.
2. To ensure that the Town Council is fully engaged with the relevant organisations and groups working within the parish.

Responsibilities

1. To ensure all strategies, policies and procedures are undertaken in accordance with Statutory and legislative requirements.
2. To keep under review the use of resources and service delivery to ensure any opportunities to engage with the community are fully utilised.
3. To keep the Town Council informed of community and partnership issues and undertake appropriate monitoring and reporting where necessary.
4. To make recommendations to the Council on community and partnership matters which, notwithstanding that they fall within the powers and duties of one or more other committees.
5. To develop and review the strategy of the Council in relation to community and partnership issues particularly in respect of its vision, aims and objectives.
6. To provide a forum for the community groups and service providers to engage with the Town Council.
7. To consider and make recommendations to the Council on any policy documents received from other organisations and affecting the area.
8. To develop strong links with other organisations and oversee any partnering agreements.
9. To oversee the delivery and evaluation of any community or partnership events delivered or commissioned by the Town Council.

Governance

1. The Committee will make decisions by majority vote. In the event of a tie the Chair will have a casting vote. The quorum for the meeting is one third of the voting members.

- 2.** The Committee Chair and Vice-Chair to be elected at the Annual Town Council meeting in May annually.
- 3.** The Committee should meet at least four per year.
- 4.** The Committee reports to the Full Council.
- 5.** The Committee is authorised to incur expenditure on behalf of the Town Council (where provision has already been provided within the revenue budget) on matters connected to its community and partnerships responsibilities.
- 6.** The Town Clerk is authorised to take the appropriate action(s) to implement the decision(s) made by the Committee.



Burntwood Town Council

Application for Grant [funding of up to £500]

Name of Organisation: Midland Soccer Academy _____

Address Open House, Cherry Close, Burntwood, Staffs, WS7 4RJ

Email: knewey1@gmail.com _____

Phone Number: 07966 687626 _____

Objectives of organisation: Midland Soccer Academy provides sporting opportunities for all ages from 3-80 regardless of ability,

We take a player centred approach to individual's development utilising highly passionate & qualified coaches to deliver a variety of sessions which are both challenging & enjoyable

Relevance to area: We are based at Open House & have members from across Burntwood & surrounding areas

Amount requested: £500 _____

For what purpose: We are looking to purchase new kits for our over 50s & over 60s walking football teams

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.
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Signed : Knewey_____

Dated : _12/05/2022 _____

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. 3



Burntwood Town Council

Application for Grant [funding of up to £500]

Name of Organisation: MHA Communities South Staffordshire

Address:

The Old Mining College

Queen Street

Burntwood

WS7 4QH

Email: caroline.bruno@mha.org.uk

Phone Number: 07720 680 243

Objectives of organisation:

To enable older people to lead independent, active and fulfilled lives. To reduce social isolation and to improve health and wellbeing.

Relevance to area:

To provide a free community event for local Burntwood residents

Amount requested: £500

For what purpose:

We would like to request £500 to enable us to put on a Queens Platinum Jubilee Community Party on Wednesday 8th June 2022 where we will also officially open and promote the community sensory garden which we have worked alongside Burntwood Town Council to provide.

Other public/Council aid within the last 12 months: Sensory garden donations from local Town councillors

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 :

Dated : 05/05/2022

ENCLOSURE NO. 4