



The Old Mining College Centre
Queen Street
BURNTWOOD
WS7 4QH

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Our Ref: SL/JM

31 August 2023

To: All Members of the Community and Partnerships Committee

Councillors P Taylor [Chair], D Evans [Vice Chair], Coe, D Ennis, R Ennis, Gittings, Kirkham, S Taylor, Tranter, Willis-Croft and Wittstock

Dear Committee Member

COMMUNITY AND PARTNERSHIPS COMMITTEE

You are invited to attend a meeting of the Community and Partnerships Committee in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** on **Thursday 07 September 2023 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 05 July 2023 [Minute Nos. 1-11] **[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 from:

- i. Lichfield & Burntwood Repair and Share Café [part of Transition Lichfield] **[ENCLOSURE NO. 2A]**
- ii. Chase Terrace Academy with Burntwood Action Group **[ENCLOSURE NO. 2B]**
- iii. Burntwood Breast Care **[ENCLOSURE NO. 2C]**

7. WAKES FESTIVAL

To receive a verbal report on the Burntwood Wakes Festival 2023 and the outcome of the recent survey to gain feedback from the public and ask Members for confirmation of date and venue and a budget request for Wakes 2024.

8. BURNTWOOD PRODUCERS MARKET – ARRANGEMENTS FOR 2024/25

Members are asked to note the content of the report and resolve the matters in section 2 **[ENCLOSURE NO. 3]**

9. BURNTWOOD TOWN COUNCIL STUDENT AWARD IN MEMORY OF STEPHEN SUTTON MBE

Members are asked to note the content of the report and select one of the options **[ENCLOSURE NO. 4]**

10. BETTER BURNTWOOD FUND – UPDATE ON COMMISSIONING

To receive a verbal update.

11. PLAY IN THE PARKS 2023

To receive a verbal report on the Play in the Parks events.

12. BURNTWOOD DEMENTIA FRIENDLY WALK

Members to note that a Burntwood Dementia Friendly Walk has been arranged to take place on Sunday 01 October and that there will be two options that walkers can take part in:

- Long route - 12pm start from Chasetown Football Club, walking round Chasewater to Sankey's Corner (joining with the short route walkers), down Chasetown High Street and finishing back at Chasetown FC (approx. 5 miles)
- Short route - 1:30pm start from Sankey's Corner, down Chasetown High Street and finishing at Chasetown FC (approx. 1.3 miles)

13. **CHRISTMAS EVENT – VIREMENT OF FUNDS**

To agree whether or not to recommend a virement from the Wakes budget to the Christmas Events budget.

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.

**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 05 JULY 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor P Taylor [in the Chair]
Councillors Coe [from 6.45 pm], D Ennis, Evans, Gittings, Kirkham, S Taylor, Tranter, Willis-Croft
and Wittstock

In attendance

Ms J Minor, Deputy Clerk
Ms K Horner, Community Development and Engagement Officer
One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

1. APOLOGIES FOR ABSENCE

Councillor R Ennis [work commitments]

The reason for the apology was approved.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Taylor declared an interest in items relating to Burntwood Memorial Institute
as he is a Trustee and Chair of their Committee.

Councillor Evans declared an interest in items relating to CASES as she is a Trustee.

3. 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
24 May 2023.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held
on 05 April 2023 [Minute Nos. 56-66] be approved as a correct record.

4. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

5. TERMS OF REFERENCE

RESOLVED That following the word “times” under the Governance Section Bulletin Point 3 being added, the Terms of Reference be agreed.

6. COMMUNITY ENGAGEMENT

Councillor D Ennis confirmed that he together with the Community Development and Engagement Officer had attended a meeting on Monday 26 June 2023 with members of the Staffordshire Adults Autistic Society [SAAS]. They provide support to autistic individuals in Staffordshire however they have a base in Lichfield Methodist Church in Tamworth Street. They offer support to individuals both before and after diagnosis of Autistic Spectrum Condition [ASC], work with individuals who are over the age of 16, as well as providing support and advice to families of people of ASC. They also offer guidance to employers to meet the needs of both employees and clients. They have weekly social meetings that enable people to socialise in a comfortable and non-judgemental environment.

Councillor D Ennis also referred to BLAST [Burntwood and Lichfield Autism Support Together] who aim to give parents the chance to connect, share information and help each other navigate the challenges of raising a child with autism in a neurotypical world. BLAST run a number of different things for their members including parent support groups, a girls youth club, and they run inclusive activities and events for children with autism. They also aim to help parents navigate the various different statutory agencies involved in providing support for children with autism and raise awareness of acceptance of autism in the community. They operate from St John's Community Church but are looking for a permanent base.

It was **AGREED** that the Community Development and Engagement Officer would send an email to Members with further details regarding BLAST.

Councillor Kirkham said that she chairs the Independent Advisory Group relating to the Police and if Members had any issues, these could be raised at the meeting due to be held on Saturday 08 July.

Councillor Evans confirmed that she had had a meeting with the Community Development and Engagement Officer and Councillor Woodward to discuss the benefits of having a dementia diagnosis event in Burntwood. This would be facilitated by the Alzheimer's Society but would require support from Burntwood PCN [Primary Care Network]. Councillor Evans confirmed that she had written to Dr Price, Clinical Director of Burntwood PCN to ask for their support.

Councillor Evans confirmed that she together with the Community Development and Engagement Officer had attended Crafty Crafters at Burntwood Library on 20 June. The group had produced a dementia friendly banner with the help from children's art work from SPARK. It was hoped that this would be on display at a future market and at the Wakes Festival on 22 July.

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 stated that

the building is currently running just like a room rental business and felt that this building/facility was unique to the community. He confirmed that they were also on the lookout for more volunteers as they needed to recruit to modernise. Councillor Taylor mentioned that they were thinking of trialling a mobile cinema, perhaps from the beginning of September. He would provide further details when available.

7. BETTER BURNTWOOD FUND

7.1 Burntwood Lions

Members were informed that Burntwood Lions needed to purchase some gazebo weights in order to use the gazebo effectively and comply with insurance requirements.

Members were informed that the Burntwood Lions administrate a fund called White Goods Scheme on behalf of the Town Council.

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

RESOLVED That the Burntwood Lions be awarded £200 from the Better Burntwood Fund in order to purchase gazebo weights.

7.2 Burntwood Platinum Amateur Boxing Club

Members were informed that the people who run the Boxing Club were community minded and even offer free boxing training for children. Members felt that the activity lowered the anti-social behaviour at Redwood Park with the Boxing Club just operating out of that building on a regular basis.

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

RESOLVED That the Burntwood Platinum Amateur Boxing Club be awarded £500 from the Better Burntwood Fund in order to provide further equipment to enable more individuals to participate.

7.3 Burntwood Be A Friend

Members were referred to Minute No. 42.1 – 09 December 2022 Committee Meeting, where it was **RESOLVED** that £5,000 be awarded from the Better Burntwood Fund subject to the problems being experienced with the increasing energy cost being resolved.

Members were informed that the electricity costs had been reduced from around £800 per month to around £350 a month. They were still battling to get a smart meter installed, as the current meter is not compatible with smart meters. They were confident that they had brought costs down to a manageable figure and are keeping abreast of the Government's EBDS schemes. They did receive some retrospective discounts/refunds due to the EBDS scheme in January this year.

Councillor D Ennis felt that the resolution of the 09 December 2022 had been resolved.

RESOLVED That in accordance with Minute No. 42.1 – 09 December 2022 Committee Meeting and the subsequent information provided that £5,000 be awarded to Burntwood Be A Friend from the Better Burntwood Fund.

8. BETTER BURNTWOOD FUND – RESIDENTS SURVEY

The Community Development and Engagement Officer referred to Minute No. 51 – Better Burntwood Fund [08 February 2023 Committee Meeting]. She explained that £15,000 per year is currently allocated in the budget to provide three larger grants of up to £5,000 to local voluntary and community organisations via the Better Burntwood fund. The funding requirement for this scheme would not change. This funding would represent a £45,000 [over three years] investment in the Burntwood voluntary and community sector. A three-year commitment would give successful organisations the opportunity to develop services or projects with some certainty of funding and give Officers the opportunity to monitor and better understand progress and change.

Councillor Tranter queried whether or not any other group/organisation could apply for up to £5,000 within this period and the Community Development and Engagement Officer confirmed that the answer to that would be no.

The Community Development and Engagement Officer confirmed that to identify the priority areas, a survey had been conducted for 6 weeks throughout May and June, providing the opportunity for Burntwood residents to have their say in what they believe the priorities are.

Councillor Kirkham felt that the new commissioning process would have more impact, more sustainability and build capacity. Councillor D Ennis explained it is hoped that a 3-year investment may also attract wider funding and investment from other sources bringing additional benefit to the town and the local voluntary and community sector.

Councillor Evans stated that it is clear from the report what the priority areas are however Members felt that youth services [11-18 years], mental health and wellbeing support for children and sports clubs could come under one umbrella and the Warmer Welcome Initiative [currently being re-branded] currently also covers tackling loneliness and isolation.

[Councillor Kirkham left the leaving at 6:50 pm]

Councillor D Ennis felt that for, for example, advice, information and support on fuel poverty/cost of living and advice, information and support on benefits/debt was already covered by organisations such as CASES, Burntwood Be A Friend, and tenants of Bromford.

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

RESOLVED That

[a] the Priority Areas be [1] Youth Services [11-18 years], Mental Health and Wellbeing Support for Children and Sports Club and [2] Mental Health and Wellbeing Support for Adults, Tackling Loneliness and Isolation.

[b] the Community Development and Engagement Officer, in consultation with the Chair and Vice-Chair of this Committee, the Leader and Leader of the Minority Group prepared the application form to include terms and conditions [reporting mechanism] and promotion.

9. 2023 WAKES

Members were informed that it was count down to the Wakes with only a couple of weeks to go. Members were advised of what was on offer during the day. Councillor Tranter asked if a list of activities could be provided to her and it was **AGREED** that the Deputy Clerk would email her.

Councillor P Taylor asked if any Members were available on the day to help "man" the Town Council gazebo and the Quite Tent.

10. 2023 PLAY IN THE PARKS

The Deputy Clerk confirmed that all venues had now been booked. Councillor Tranter was glad that the scheme was still going as she explained that she was the Member to first explore such events and there was still a real need.

Councillor D Ennis stated that the Town Council had empowered groups to come on board and that Keon Homes and Chasetown Civil Engineering had provided sponsorship to cover two of the events which would now enable the Town Council to provide a packed lunch.

11. 2023 CHRISTMAS EVENTS

The Deputy Clerk confirmed that she had already booked Santa for the event on Saturday 25 November at Sankey's Corner together with fun fair rides etc.

Councillor D Ennis explained that the Chasetown Event [scheduled for Thursday 23 November] was now funded by a private company.

The Deputy Clerk confirmed that the event at Boney Hay still takes place [scheduled for Monday 20 November] and that Bromford had been approached again for sponsorship.

[The Meeting closed at 7.10 pm]

Signed

Date

Burntwood Town Council

Application for Grant [funding of up to £500]

Name of Organisation: Lichfield & Burntwood Repair and Share Café (part of Transition Lichfield)

Address: _c/o 134 Birmingham Road, Lichfield, WS14 9BW but the Repair Café meets at St Joseph's RC Church, Cannock Rd, Burntwood

Email: _lichfieldshare@gmail.com

Phone Number: __07765 201054 _____

Registration Number [if applicable]: _____

Type of Organisation: __Unincorporated Association_____

Objectives of organisation: To repair items for people so that they can be used rather than thrown away and replaced. All repairers are volunteers and owners of items can give a donation if they like but no obligation.

Relevance to area: We have been running in Burntwood for 18 months now, at the request of Sue Woodward, having run sessions in Lichfield for 5 years.

Amount requested: £400

For what purpose: To go towards the cost of room hire at St Joseph's Church. Donations will make up the rest. We pay £75 for 3 hours hire and hold 10 sessions a year there.

Other public/Council aid within the last 12 months: _LCC for room hire cost for the Lichfield sessions _____

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 : _____ Pam Beale, Repair Café Organiser

Dated : ____ 13th July 2023 _____

Additional Information:

We have not set up a separate bank account for the repair cafes as it can get very onerous so we are set up as a 'project' under the Transition Lichfield umbrella to enable us to make use of their bank account and PLI. I am the co-ordinator for Transition Lichfield and co-signatory on the bank account, along with Philippa Birch-Wood.



Burntwood Town Council

Application for Grant [funding of up to £500]

Name of Organisation: Chase Terrace Academy with Burntwood Action Group

Address: Bridge Cross Road, Burntwood, Staffordshire, WS7 2DB

Email: h.pickerill@chaseterraceacademy.co.uk

Phone Number: 01543682286

Registration Number [if applicable]: _____

Type of Organisation: School

Objectives of organisation: To support the Burntwood Action group in the production of poppies for the community Armistice display in Princes park. The money would be used to support the buying of paint and supplies for the installation.

Relevance to area: The project aims to improve the appearance of Burntwood but also to show a community spirit between a Burntwood school and community groups.

Amount requested: £360

For what purpose: Spray paint and fixings for the project.

Other public/Council aid within the last 12 months: N/A

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 : H Pickerill

Dated : 13.7.23

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

Burntwood Town Council

Application for Grant [funding of up to £500]

Name of Organisation: BURNTWOOD BREAST CARE

Address: 4, GORSTY LEA

BURNTWOOD STAFFS WS7 9BG

Email: lindagriffith@talktalk.net

Phone Number: 01543 671015 / 07796122828

Registration Number [if applicable]: —

Type of Organisation: SUPPORT FOR LADIES WITH BREAST CANCER

Objectives of organisation: To be there for our ladies to
support them and help

Relevance to area: ONLY GROUP IN AREA

Amount requested: £500.00

For what purpose: To pay for our rent for our meeting
once a month which is \$642.96 per year

Other public/Council aid within the last 12 months: we had funding from
you last year.

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: L. Griffiths (LINDA GRIFFITH)

Dated: 16th August 2023.

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

07 September 2023

BURNTWOOD PRODUCERS MARKET – ARRANGEMENTS FOR 2024/25

1.0 Background

The Producers' Market, arranged and funded by Burntwood Town Council has become an established and popular event on the second Sunday of each month from April to October.

The market consists of up to 30 stalls and is held at Sankey's Corner. Since 2021 the Council has contracted with one specialist events company to organise the market on the Council's behalf.

2.0 Purpose of Report

To ask the Committee for confirmation that it

- Wishes to see the Market continue.
- To request, in the budget setting process, an appropriate budget
- To approve a process to check best value.
- To suggest any changes members may deem suitable.

3.0 Tender Offer

It is proposed that a public advertisement invites specialist events companies to express an interest in providing market services for Burntwood Town Council in 2024/5.

An offer would include information such as

- The provision of gazebos / stalls
- An event management plan to include health and safety.
- Cost.
- Details about their track record.

4.0 Recommendation

That members note the content of this report and resolve the matters in section 2.

Contact Officer

Steve Lightfoot
Town Clerk
steve.lightfoot@burntwood-tc.gov.uk

Burntwood Town Council

Community and Partnerships Committee

Thursday 7th September 2023

Burntwood Town Council Student Award In memory of Stephen Sutton MBE

1. Purpose of Report

To request that Members agree the process of selecting two recipients of the Burntwood Town Council Student Award in memory of Stephen Sutton MBE.

2. Background

Burntwood Town Council launched the Stephen Sutton Bursary in 2015 to celebrate the life and achievements of Stephen Sutton MBE.

The bursary is aimed at talented young people aged 11-19 who live within the boundaries of Burntwood, and two annual bursaries of up to £1000 have been made available and can be used for a variety of projects including purchasing specialist equipment, extra tuition or coaching, competition fees and travel.

The last two grants were awarded in January and March 2020 before the pandemic and members agreed to relaunch it this year. In consultation with members, Officers have reviewed the initiative and following feedback received, renamed it as the Burntwood Town Council Student Award in memory of Stephen Sutton MBE. The Award will be launched on Monday 4th September and the closing date will be Sunday 22nd October.

3. Proposal

It is proposed that members agree the process of selecting two recipients of the Burntwood Town Council Student Award in memory of Stephen Sutton MBE.

- Option 1 – All applications be brought to Community and Partnerships full Committee on Tuesday 14th November.
- Option 2 – A separate awards panel is set up with a minimum of 3 judges to meet in November.

4. Recommendation

That members select one of the options.

Contact Officer

Kat Horner

Community Development and Engagement Officer

kat.horner@burntwood-tc.gov.uk

01543 677166