

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 29 JANUARY 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor P Taylor [in the Chair]

Councillors Coe MBE [from 6.06pm], D Ennis, R Ennis, Gittings, Holdsworth, Kirkham, Tranter, Willis-Croft and Wittstock

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.

37. APOLOGIES FOR ABSENCE

Councillor Evans [Unwell]

Councillor S Taylor [Unwell]

The reasons for the apologies were approved.

38. DECLARATIONS OF INTEREST AND DISPENSATIONS

With reference to Agenda Item No. 7. ii. Better Burntwood Fund – Burntwood Memorial Community Association, Councillor P Taylor informed Members that he would take no part in the debate and leave the room as he is the Chair of Trustees of that organisation.

With reference to Agenda Item No. 7. iii. Better Burntwood Fund – Magnolia Friends, Councillor P Taylor informed Members that he would take no part in the debate and leave the room as he had worked closely with the organisation as the Memory Café is located at Burntwood Memorial Hall.

With reference to Confidential Agenda Item No. 15 – Lichfield Garrick Theatre and Burntwood Town Council Partnership, Councillor P Taylor informed Members that he would take no part in the debate and leave the room as back in November 2023 the Garrick Theatre offered him two free tickets to their press night showing of Beauty and the Beast. He confirmed that he did not attend the event due to the Town Council's meeting to discuss the Student Award in Memory of Stephen Sutton MBE on 29 November 2023, however, he confirmed that Councillor S Taylor had attended the event along with a family member.

39. **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 25 January 2024.

As a point of accuracy, Councillor Holdsworth referred to Minute No. 30.2 – Grangemoor WMC Over 50's Lunch Club. He confirmed that he was in favour of the Lunch Club but felt that the application relating to their 10th Birthday Event specifically, was not an appropriate use of funds.

The Town Clerk referred to Minute No. 30.5 – Midland Soccer Academy and confirmed that he had emailed the organisation but was still to receive a breakdown of costs and further information.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 14 November 2023 [Minute Nos. 25-36] be approved as a correct record.

40. **INFORMATION FROM THE MINUTES**

There was no information arising from the minutes.

41. **COMMUNITY ENGAGEMENT**

Mind Matters Burntwood

Councillor D Ennis confirmed that he had attended a meeting of Mind Matters Burntwood which was held at Burntwood Library to find out a way of how the group and the Town Council could work together.

[The Peer Support Group in Burntwood is a great example of how people with mental health problems can come together and share their talents to help one another with chat, hints, and tips and through listening. The group is run by a committee of people with lived experience of mental health problems, with a genuine emphasis on helping people to do more from themselves. There is no pressure, this is a wonderful starting point for someone recovering from mental illness who is looking for a welcoming group to connect with. They especially welcome referrals from Social Prescribing Link Workers and other Recovery Workers].

Housing 21

Councillor D Ennis confirmed that he had recently met with Gareth Davies, Local Housing Manager for Housing 21 following a social media post regarding a defibrillator. With regard to maintaining the defibrillator, Councillor D Ennis, working in partnership with Housing 21, had suggested that the defibrillator could be added to the Town Council's run of maintenance work.

[Housing 21 is a leading not for profit provider of Retirement Living and Extra Care for older people of modest means. The retirement housing complex is situated at Smalley Court, Henley Close and they celebrated their 40th Anniversary back in September 2023].

Grangemoor WMC Over 50's Lunch Club

Councillor Tranter explained that Mrs Margaret Watson had sent a letter of thanks to the Town Clerk on behalf of the Lunch Club.

Cinema Showing – Burntwood Memorial Hall

Councillor P Taylor confirmed that the first paid for event with featured film The Great Escaper was held on Tuesday 16 January. He explained that the event had attracted approximately 83 people and had received positive feedback on social media.

[The next cinema showing with featured film The Miracle Club will be shown on Tuesday 20 February at 2pm].

Councillor P Taylor referred to St Anne's Church Film Night which is usually held on a Thursday night at 7.30pm. Admission is free to these events. He explained that he is currently looking at the best way of working together.

Community Development and Engagement Officer

The Community Development and Engagement Officer confirmed that she, together with the Chair of the Council, had attended an event on 22 November at Chasetown Memorial Park where special roses were planted as part of the continuing campaign to raise awareness in the district of knife crime. She confirmed that another Dementia Friendly meeting had taken place which discussed the ongoing aims of the meeting following the closure of the Alzheimers Society's Dementia Friendly Community Recognition process and shared updates of dementia friendly activity including a potential diagnosis event in Burntwood.

The Community Development and Engagement Officer confirmed that on 11 January she, together with Councillors Evans, D Ennis and P Taylor had attended the first Memory Café run by Magnolia Friends at Burntwood Memorial Hall.

The Community Development and Engagement Officer explained that she had arranged a Welcome Space Meeting to thank volunteers for their support and to discuss collating information relating to the success of the welcome spaces. Data being obtained includes age categories, gender, and number of attendees as well as case studies.

Even though it falls within another Committee's remit, the Community Development and Engagement Officer confirmed that the cycle racks had been delivered and would be installed by the BuRRT Team next month. She wanted to highlight to Councillors that, as we would like to do some promotion and sought their support with that.

Burntwood Lions

Councillor P Taylor explained that Burntwood Lions administer a fund, the White Goods Scheme, on behalf of the Town Council. Members will recall that on 05 April 2023 this Committee approved that £3,000 be released from the Better Burntwood fund for this purpose, however, this has now been spent.

Councillor P Taylor explained that under the Town Council's Financial Regulations under Chair's discretion, expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget in consultation with the Town Clerk and Chair of the Council.

Councillor D Ennis confirmed that before Christmas he had met with representatives from Burntwood Lions. He explained that the organisation receives referrals from other agencies for example social services, CASES, Bromford and Lichfield District Council and felt that certain organisations should be giving funds themselves. Councillor D Ennis confirmed, after speaking to a representative from Bromford, that Bromford would be looking into the possibility of this from April 2024 as they had funds for this type of work and that Lichfield District Council had given a one-off payment but he did not know if this would continue in the future.

The Community Development and Engagement Officer confirmed that she had recently visited Burntwood Lions representatives and felt that no formal agreement was in place. She felt that the information provided at present by the organisation was limited so she had designed a template [quarterly form] for the organisation to fill in to capture the data. This includes Post Codes, Source of Referral and Case Studies. The Community Development and Engagement Officer confirmed that she would be writing a report for the next meeting of this Committee. The Committee would be asked to review the amount, consider bringing in other partners and it would give the Town Council an opportunity to formalise the agreement.

Councillor P Taylor felt that Post Codes can give details of addresses and suggested that Wards are used if the information is going into the public domain.

Councillor Kirkham asked if the organisation receives training on signposting and referred to associated risk – where does the responsibility lie. The Community Development and Engagement Officer stated that the organisation relies on local knowledge but felt that there was overlaps.

[Social Prescribing Initiative at local libraries aim to improve health and well-being by connecting individuals with mental health, housing, and loneliness issues to informal services and support. This approach connects individuals to activities and services in their community to fulfil their practical, social, and emotional needs].

Councillor Wittstock confirmed that in her employment role within another Council, there is a welfare support fund and asked if Lichfield District Council had such a fund. Councillor P Taylor felt that even if Lichfield District Council did have a fund, even though he was not aware of one, there was still a need in the Town. Councillor Wittstock asked whether the organisation had links with CASES, and Members were informed that the organisation get referrals from CASES. Councillor Wittstock asked how many times can members of the public who are in need ask the organisation for help. The Community Development and Engagement Officer thought it was only once.

Councillor Coe MBE explained that at the Play in in the Parks events last year, a representative from LEAP was there. She explained that LEAP helps to support as many people as possible who are at risk of going into fuel poverty. If you currently claim eligible benefits, or your household income is under £31,000 or you have someone in your household who is classed as vulnerable, you may be eligible for the LEAP scheme. It is open to homeowners, private renters, and social housing tenants. The best way to start is to arrange an advice appointment with one of their energy advisors. After that, they will help determine your eligibility for energy, boiler, or appliance service support. It was believed that this is a 'replacement' scheme for items that are not energy efficient.

Councillor P Taylor asked if other partner organisations contribute towards the fund what consequences would this have. Councillor D Ennis explained that the organisation administers a scheme on behalf of the Town Council and felt that it does not matter where the funds come from. He stated that in 2019 the Town Council had noticed a gap in the Town for this type of scheme. With regard to safeguarding Councillor D Ennis thought that he could not see a problem with a Bromford area representative being present – it is about equipping the organisation with the right support.

Members were informed that the organisation currently had a waiting list of two people in need.

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

RESOLVED That, in consultation with the Chair of this Committee, Chair of the Council and Town Clerk, up to £1,000 be allocated to Burntwood Lions in respect of the White Goods Scheme.

42. **BETTER BURNTWOOD FUND**

42.1 **Burntwood Gardening Guild**

The Town Clerk referred to Minute No. 30.4 Better Burntwood Fund – Burntwood Gardening Guild and confirmed that the information requested had been received and circulated to Members.

Following the additional information received, Councillor D Ennis explained that he was not in favour of subsidising trips and Councillor Kirkham felt that the Better Burntwood Fund scheme was designed to build sustainability and partnership working. Councillor Coe MBE felt that with the cost-of-living crisis, peoples focuses had changed and Councillor Willis-Croft felt that a precedent could be set.

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

RESOLVED That a grant be not awarded on this occasion to the Burntwood Gardening Guild on this occasion.

43. **BETTER BURNTWOOD FUND**

43.1 **Burntwood Litter Heroes**

Councillor P Taylor explained the Litter Heroes objectives and that they were asking for a grant towards equipment, advertising, and high visibility clothing.

Councillor D Ennis explained that he was supportive of the group who were visible around the Town as well as on social media. He confirmed that the group does not have a bank account however, the group have provided links to items previously for example litter pickers and the Town Council have ordered them on their behalf.

Councillor P Taylor suggested that the high visibility clothing could reflect the sponsorship of the Town Council as he felt that the Town Council does not get enough recognition.

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

RESOLVED That up to £500, at the discretion of the Town Clerk, be awarded to Burntwood Litter Heroes.

[Members were referred to Minute No. 38 – Declarations of Interest and Dispensations and having declared an interest, Councillor P Taylor left the room at 6.40 pm. It was proposed that Councillor D Ennis would take the Chair and this was seconded by Councillor Tranter]

43.2 **Burntwood Memorial Community Association**

The Town Clerk explained the application's objectives and Members were informed that a trial afternoon cinema showing of 'Mrs Harries Goes to Parish' had taken place at the Memorial Hall on 14 November. Following that success, the first paid for event had been held on Tuesday 16 January. The Town Clerk confirmed that the purpose of the grant was for the purchase of film projection and sound equipment as the organisation currently relies on equipment lent for each event by Aldridge Cinema.

Members noted that matching funding of £2,500 had been achieved and the outcome of a further application for £1,500 was awaited. Members were informed that a licence needed to be paid for each film.

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

RESOLVED That £500 be awarded to the Burntwood Memorial Community Association.

44.3 **Magnolia Friends**

The Town Clerk explained the application's objectives and Members were informed that Councillors together with the Community Development and Engagement Officer had attended the first Memory Café on Thursday 11 January 2024. The session is run by trained staff providing lots of activities and enhances our dementia friendly town.

Members asked if the Community Interest Company was a shared or guarantee, as there are two forms of registration, as this will determine if they are eligible for grant funding. The Community Development and Engagement Officer confirmed that the group had received support from Support Staffordshire.

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

RESOLVED That £500 be awarded to Magnolia Friends subject to confirmation being obtained by the Town Clerk regarding the Community Interest Company.

[Councillor P Taylor re-entered the room at 6.46pm]

[Councillor P Taylor in the Chair]

44. **BETTER BURNTWOOD GRANT APPLICATION [FUNDING OF UP TO £500]**

With reference to Minute No. 30 – Better Burntwood Fund [Community and Partnerships Committee meeting dated 14 November 2023] the Community Development and Engagement Officer confirmed that following discussions around the quality of the information and detail a revised application form had been designed. Councillor P Taylor stated that the fund was aimed at small groups or brand-new groups and he felt it needed to be as simple as possible. Councillor D Ennis referred to previous discussions in this meeting and asked if the Type of Organisation could be checked. Councillor Willis-Croft asked if the Telephone Number could include both landline and mobile.

Councillor Kirkham referred to metrics and asked how does the Town Council measure success. The Town Clerk agreed that with Cllr Kirkham that data collection is important, and very useful to measure impact, however the small groups offered small grants do not have the capacity to gather meaningful information. The Town Clerk

suggested a simple survey would be developed to gather certain information such as numbers of people engaged and improvement made as a result of the Town Council's grant.

The Community Development and Engagement Officer suggested that a section on current balances [reserves] was also needed.

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

RESOLVED That the application for the Better Burntwood Fund [funding of up to £500] be approved subject to the amendments suggested by Members during the discussion thereon.

45. **BETTER BURNTWOOD COMMISSIONING PROGRAMME APPLICATIONS**

Councillor P Taylor informed Members that 11 applications [7 adult mental health and wellbeing, 3 youth services and 1 joint] for the Better Burntwood Commissioning Programme had been received which he felt was possibly too many for the whole of the Community and Partnerships Committee to review.

RESOLVED That a meeting consisting of a 5-person panel [namely Councillors P Taylor, Evans, D Ennis, Wittstock and Tranter, with Councillor Coe MBE as a backup if Councillor Tranter was unavailable on the date] be held on Thursday 08 February to discuss the applications received [single item agenda].

46. **INFORMAL UPDATE ON THE 2024 WAKES**

Councillor P Taylor gave an update on the format of the 2024 Wakes Festival and welcomed suggestions from Members regarding Entertainment Artists for the stage. Councillor Holdsworth mentioned a new Indie Band. The Town Clerk referred to the uplift in budget for the 2024 event to £16,800. Members were informed that at this stage we can only secure interest from artists to perform on the stage as no sponsorship had been secured. Councillor P Taylor confirmed that he, together with Councillor D Ennis and the Town Clerk would be looking at a sponsorship strategy.

With regard to food stalls, Councillor P Taylor said that he could see a difference between the food stalls [hot food cooked on-site designed to be eaten straightaway] and the food stalls on the market, which were usually pre-prepared and designed to be taken home. It was **AGREED** that the food stalls would remain at £50 per pitch.

With regard to the charity and community stalls Members felt that this part of the Wakes went well. It was **AGREED** that the charity and community stalls would remain at £20 per pitch [charge is refundable upon attendance or cancel with a months' notice].

47. **DISCUSSION OF PLAY IN THE PARKS FORMAT FOR 2024**

The Town Clerk confirmed that eight dates had been allocated for the Play in the Parks events for 2024, however, following the decision last year to provide packed lunches at some of the events he thought that this may have caused an expectation for this year. Councillor D Ennis confirmed that he was in talks with Tara Group regarding food provision for both the Wakes and Play in the Parks events.

Councillor P Taylor informed Members that there may be potential in organising a youth engagement event and if appropriate a report would be submitted for consideration at the future meeting.

48. **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.

49. **CONFIDENTIAL MINUTES**

See Confidential Minutes.

50. **CONFIDENTIAL MINUTES OF THE MEETING TO DISCUSS THE BURNTWOOD TOWN COUNCIL STUDENT AWARD IN MEMORY OF STEPHEN SUTTON MBE**

See Confidential Minutes.

[Members were referred to Minute No. 38 – Declarations of Interest and Dispensations and having declared an interest, Councillor P Taylor left the room at 7.15 pm. It was proposed that Councillor D Ennis would take the Chair and this was seconded by Councillor Tranter]

51. **LICHFIELD GARRICK THEATRE AND BURNTWOOD TOWN COUNCIL PARTNERSHIP**

See Confidential Minutes.

[The Meeting closed at 7.20 pm]

Signed

Date