



The Old Mining College Centre
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Our Ref: SL/JM

26 June 2024

To: All Members of the Community and Partnerships Committee

Councillors Evans [Chair], P Taylor [Vice Chair], Coe MBE, D Ennis, R Ennis, Gittings, Holdsworth, 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 **Wednesday 03 July 2024 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 08 May 2024 [Minute Nos. 65-74] [**ENCLOSURE NO. 1**].

4. INFORMATION FROM THE MINUTES

5. COMMUNITY ENGAGEMENT

Councillors and the Community Development and Engagement Officer 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. Burntwood Swimming Club [**ENCLOSURE NO. 2A**]

7. INFORMAL UPDATE ON THE 2024 WAKES

Members to receive an update on the Wakes Festival 2024 [**ENCLOSURE NO. 3**]

8. INFORMAL UPDATE ON THE PLAY IN THE PARKS EVENTS FOR 2024

Members to receive an update on the Play in the Parks Events for 2024 [**ENCLOSURE NO. 4**]

9. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2024

Members to receive an update on the Christmas Events for 2024 [**ENCLOSURE NO. 5**]

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

Members are asked to consider and approve the recommendations contained in the report [**ENCLOSURE NO. 6**]

11. 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.

12. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of a meeting of the Community and Partnerships Committee held on 08 May 2024 [Minute Nos. 72-74] [**ENCLOSURE NO. 7 – PINK**].

13. BURNTWOOD BE A FRIEND AND ST ANNE'S CHURCH JOINT COMMISSIONING APPLICATION

See Confidential Report [ENCLOSURE NO. 8, 8A AND 8B]

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 IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 08 MAY 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor P Taylor [in the Chair]
Councillors Coe MBE, D Ennis, Evans, Gittings, Holdsworth, S Taylor and Wittstock

In attendance

Ms J Minor, Deputy Clerk
Ms K Horner, Community Development and Engagement Officer

PUBLIC FORUM

No questions were raised by members of the public.

65. APOLOGIES FOR ABSENCE

Councillor R Ennis [Work Commitments]
Councillor Kirkham [Work Commitments]
Councillor Tranter [Prior Commitments]
Councillor Willis-Croft [Personal Reasons]

The reasons for the apologies were approved.

66. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor P Taylor informed Members that Councillor S Taylor is going to become a Trustee of the Lichfield Garrick Theatre.

67. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 06 March 2024 [Minute Nos. 52-64] be approved as a correct record.

68. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

69. COMMUNITY ENGAGEMENT

The Community Development and Engagement Officer confirmed that the consultation phase of the Garrick Theatre partnership project is ongoing. The Community Development and Engagement Officer along with the Garrick Theatre's Head of Community Engagement had met with students at Chase Terrace Academy, members of Burntwood Action Group, Primitas Learning Partnership, and held a community showing of Farm Boy at Burntwood Memorial Hall consulting with attendees during the performance. There is also a publicly available survey online which has been promoted jointly by the Town Council and the Lichfield Garrick. The Community Development and Engagement Officer, the Garrick Theatre's Head of Community Engagement and Councillor Evans have also arranged meetings within the next few weeks with primary schools in Burntwood.

The Community Development and Engagement Officer confirmed that two youth theatre groups are launching from the 13 May. Young Garrick Burntwood is available for 11 – 18-year-olds, it is free to attend, and sessions will be held from 4 – 6:30pm on Mondays at Chase Terrace Academy and Tuesdays at Erasmus Darwin Academy.

The Community Development and Engagement Officer confirmed that Dementia Action Week will be going ahead next week from 13 – 19 May. Working in partnership with organisations who are part of Dementia Friendly Burntwood, a programme of activities has been scheduled throughout the week for people living with dementia and their carers.

The Community Development and Engagement Officer confirmed that a dementia diagnosis event was held at the Memorial Hall at the end of April after working with Alzheimer's Society and Burntwood PCN. A text message was sent out to patients over the age of 40 inviting them to attend if they had concerns about theirs or someone else's memory. The event was very well attended, and patients were able to have direct referrals made to the Memory Service avoiding the need for a GP appointment, as well as access to additional information and advice.

The Community Development and Engagement Officer confirmed that Burton and District Mind have begun the process of launching their new Burntwood based adult mental health project after receiving funding from the Town Council and Lichfield District Council. They have recruited a Project Coordinator who will be starting in post shortly, and the Community Development and Engagement Officer was invited to be a part of the interview panel, showing Mind's commitment to delivering this project in partnership with Town Council.

The Community Development and Engagement Officer confirmed that the Sunflower Competition had been relaunched and is running until September. Unlike in previous years, the competition is open to Reception classes at each of the local primary schools rather than for children to enter individually. The class that grows the tallest sunflower will receive a £50 book voucher for their school.

The Community Development and Engagement Officer met with Richard Stevens from Coalfields Regeneration Trust to understand more about their new application process and available funding with the hope to attract more funding for projects in Burntwood.

In respect of the dementia diagnosis event, Councillor Evans said that it was unfortunate that not all of the doctors surgeries in Burntwood had sent out a text message to their patients informing them of the event. She confirmed that she had raised concerns with the relevant public body and it was hoped that another event [no date given as yet] would be held later in the year. However, she raised concerns that the Langton Practice which has surgeries in both Lichfield and Burntwood would

be holding the event at the Lichfield Practice and this would not be easily accessible by members of the public living in Burntwood.

Councillor P Taylor informed Members that he was a virtual member of Darwin Medical Practice's Patient Engagement Group and confirmed that he would be submitting a question to the next meeting regarding the dementia diagnosis event as patients who attended the event were able to have direct referrals made to the Memory Service avoiding the need for a GP appointment.

Councillor D Ennis referred to the meeting with Mr Stevens regarding the Coalfields Regeneration Trust funding and felt that this would enable the Town Council to signpost organisations to this fund. Councillor D Ennis informed Members that Housing 21 based at Smalley Court had joined forces with The Trident to raise funds for a defibrillator. As previously discussed, Councillor D Ennis confirmed that it was the intention that once the funds had been raised and the defibrillator installed then it would go onto the Town Council's routine maintenance schedule. Councillor D Ennis referred to a meeting he had had with representatives from Burntwood Swimming Club and he explained that the Club had recently appointed a new Chair who was open to engagement. Councillor P Taylor informed Members that a Better Burntwood Fund application had been received from Burntwood Swimming Club today and would be discussed at the next Committee meeting on 03 July.

70. INFORMAL UPDATE ON THE 2024 WAKES

Councillor P Taylor informed Members that not enough sponsorship funding had been received for the Wakes so far and the event was fast approaching so we needed to move forward with perhaps a smaller event. He confirmed that he was in communication with Lichfield District Council to see if the Town Council could 'borrow' their marquee which is also used for the Lichfield Fuse Festival which could possibly hold a smaller stage and busker type artists – a reply was awaited. The expenditure currently stood at £14,015.50. Members noted that a quotation had been received for a climbing wall/mobile cave. Councillor P Taylor had the support of the Committee.

Councillor Coe MBE asked if we could do a 'Burntwood Got Talent' Competition and Members were informed that this had been undertaken previously and Councillor P Taylor said that this could be something to look at in the future.

The Community Development and Engagement Officer confirmed that the Lichfield Garrick Theatre would also be attending.

71. INFORMAL UPDATE ON THE PLAY IN THE PARKS EVENTS FOR 2024

The Deputy Clerk gave a brief update on the current situation and confirmed that she was awaiting confirmation regarding Burntwood Park [all other venues had been booked].

72. 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.

73. CONFIDENTIAL MINUTES

See Confidential Minutes.

74. FUNDING OFFER TO FUN CLUB HUB

See Confidential Report.

[The Meeting closed at 6.55 pm]

Signed

Date



Burntwood Town Council

Application for the Better Burntwood Fund (funding of up to £500)

Burntwood Town Council is committed to assisting local organisations and groups that provide activities and support to the local community.

Any amount given will be proportionate to the public benefit and must be relevant to the area.

Please provide as much detail as possible and refer to the Guidance Notes and Conditions of Funding before submitting this form.

Name of Organisation	Burntwood Swimming Club
Address	
Email	burntwoodswimmng@gmail.com
Main telephone No.	

Overview of your organisation including objectives, and membership numbers (how many members live in Burntwood Parish):

Burntwood Swimming Club is a local Club that provides swimming coaching and teaching to local people. We currently have in the region of 145 Members (roughly 130 children between 6 – 18 years old, and 15 adult Member 18 – 72 years old).

Our objective is to provide to the community the ability to gain fitness, an opportunity to gain mental well being and often give younger children a life skill. We will provide an opportunity for any child or adult to swim.

We also have a competitive squad of children, who complete at regional, county and local level. We recently took 12 adult swimmers to the County Masters Championships and came away with 40 plus medals.

Type of organisation:

☐ Informal group

☐ Registered Charity. Registered Charity
Number _____

☐ Society or Club with Adopted
Constitution

☐ Community Interest Company

☐ Company Limited by Guarantee

☐ Local branch of a national organisation

☐ Other (please specify)

Have you received any other funding within the last 12 months?:

We have not received any funding in the last 12 months.

Describe your project and the support you require:

The Club is keen to remove barriers to participation to our sport and Club for the local community.

One of these barriers is the initial outlay of money for the required kit. This includes kickboards, pull buoys, flippers, and hand paddles. The Club would like to be able to provide swimmers from a less income family with the use of (note: USE OF not ownership of) flippers during our training sessions. Currently some children must miss out on sessions as they do not have flippers and therefore can not keep up with the pace. This isolates them to a degree (although we do try and manage this as best we can), and the Club would like to end this for them. The Club will manage the usage and return of the Flippers during the sessions – they will be kept at the Burntwood Leisure Centre in our kit cupboard.

We are also looking at increasing the training of our volunteers to Coach certification from Swim England. This certification would allow us to offer additional certified coaching to all Members and increase our current offering. It would also provide a career path for the member of staff outside of the Club. Creating employment in the area (albeit one person). The person is a young person of 18 years of age.

Additional sheet attached ☐

Funding breakdown and total amount requested:

Item	Amount
Equipment for Community Use – flippers,	£350.00
Training Course	£150.00
	Total: £500.00

Who are the project beneficiaries? How will this benefit Burntwood residents?

The project beneficiaries are our Club Members. Over 80% of our members have a Burntwood or Chasetown Postcode. All others have a wider WS postcode.

We have a number of Members from a lesser income background – or families are on income support.

We believe that the funding will help us to provide fitness (physical and mental health) opportunity to young people in our community and increase participation in our sport without feeling isolated or embarrassed to part take.

We believe that giving a young person a qualification will give that person a career path for life in coaching and teaching swimming. This could be with the Local Leisure Centre for example (as my own daughter did. She is now at university and working as a swim teacher part time).

- ☐ A recent statement of accounts is attached.
- ☐ A copy of our constitution is attached.
- ☐ If successful we agree to appearing in publicity about the funding received across platforms such as Burntwood Town Council's social media channels and website, and in the local media.
- ☐ If successful we agree to acknowledging Burntwood Town Council in any publicity relating to the activity for which the funding has been given.
- ☐ If successful we agree to providing Burntwood Town Council with an update on the outcome of the activity when requested.

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:

Signature	
Print Name	A Bates – Club Chairman
Date	9 th May 2024.

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

Burntwood Wakes 2024

Date: Saturday 20 July 2024 from 12 noon until 4pm

Location: Burntwood Leisure Centre. All pitches, hard core and sports hall booked on 03 October 2023.

Initial Budget: £16,800

Sponsorship:

Yes. Aiming for £15,000 [to £20,000]

Sponsorship Working Group consisting of Cllr P Taylor, Cllr D Ennis, and the Town Clerk [agreed by C&P Cmtte on 14 Nov 23]

£5,000 – Lichfield District Council RECEIVED

£1,666.67 – LCP Properties RECEIVED

£1,500 – Noel Sweeney Foundation RECEIVED

£1,000 – We Love Lichfield RECEIVED

Items Booked Already:

Organisation	Items
Lichfield District Council – Tasmin Turner, Health & Wellbeing Development Manager	Soft Archery, Recreational Badminton, Spikeball, Speed Bounce Challenge & Promotional Gazebo
Nature's Burrow Animal Encounters	Petting Zoo
Merlins Magic Show	Punch & Judy Show
J&B Medical Event Services & Security	First Aid & Security
The Best Fun	Inflatables – 70ft Ultimate Challenge, 30ft Event Slide & 30ft Jungle Assault Course [4 hours]
Burntwood Road Sweepers Limited	Portaloos – 5 cold wash units & 1 disabled unit
Staffordshire County Council	Fostering Van
Magic Party	Balloon Modelling
Butterflies Face Painting	Face Painter
Lichfield Falconry and Hawking Centre	Static Birds
Pat Collins Funfairs	Ferris Wheel, Two Manned Childrens Rides and Dodgems
Bert & Gerts Limited	Market – 10 Stalls
Mobile Climbing	Climbing Wall & Mobile Cave
Mikey Teas	Packed Lunches
Storm in a Teacup Circus	Bubble-Ologist
The Creation Station	Crafts

Food Stalls:

9 signed up so far - Jacket Potatoes, Ice Cream Van [2], Pizzas, Slushies, Burger Van, Donuts, Spanish food – paella & Indian Street Food.

Charity & Community Stalls:

24 spaces taken so far.

Play in the Parks 2024

Dates & Locations:

Monday 29 July 2024 – Chase Terrace Park [in partnership with St John's Community Church]

Wednesday 31 July 2024 – Redwood Park

Monday 05 August 2024 – Burntwood Leisure Centre

Wednesday 07 August 2024 – Burntwood Park

Monday 12 August 2024 – Burntwood Leisure Centre

Wednesday 14 August 2024 – Redwood Park

Monday 19 August 2024 – Chase Terrace Park [in partnership with St John's Community Church]

Wednesday 21 August 2024 – Springhill Academy [in partnership with Spark]

Initial Budget:

£9,000

Sponsorship:

Sponsorship Working Group consisting of Cllr P Taylor, Cllr D Ennis, and the Town Clerk [agreed by C&P Cmtte on 14 Nov 23].

Blakemore Foundation [Spar, Burntwood] £150 RECEIVED

Noel Sweeney Foundation £2,600 RECEIVED

Items Booked Already:

Organisation	Items
Lichfield District Council – Tasmin Turner, Health & Wellbeing Development Manager	Soft archery, kwick cricket, pop up badminton or volleyball and various challenges etc. Attending on 29 July, 05 August, 12 August, 14 August, and 21 August
Festival Glitter	All events
Seventeen43 Management	All events - Event Control, Hire of 1 x Event Tent
The Best Fun	Inflatables – all events
Pat Collins Funfairs	31 July, 07 August, 14 August & 21 August
Staffordshire County Council – Fostering Van	29 July, 14 August & 19 August
Mikey Teas	Packed Lunches – Two events

Christmas Events 2024

Dates & Locations:

Monday 18 November – 6pm to 7pm – Corner of Bells Lane/Longfellow Road
Saturday 23 November – 4pm to 7pm – Sankey's Corner

Initial Budget:

£6,360

Sponsorship:

Sponsorship Working Group consisting of Cllr P Taylor, Cllr D Ennis, and the Town Clerk [agreed by C&P Cmtte on 14 Nov 23].

Items Booked Already:

Organisation	Items
J&B Medical Event Services & Security	First Aid
Burntwood Rotary	Santa
Roadtech	Road Closure

Quotations requested:

Organisation	Items
Seventeen43 Limited	Event Management for both events – Email sent 12.06.2024
The Best Fun	Snow Globe
Bert & Gerts Limited	Market Stalls & Lighting
Pat Collins Funfairs	Miami & Two Childrens Rides

Burntwood Town Council

Community and Partnerships Committee

Wednesday 3rd July 2024

Burntwood Town Council Student Award In memory of Stephen Sutton MBE

1. Purpose of Report

To request that Members agree on the details of this years' BTC Student Award in memory of Stephen Sutton MBE for 2024.

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 annual bursaries of up to £1000 have been awarded to be used for a variety of projects including purchasing specialist equipment, extra tuition or coaching, competition fees and travel.

Bursaries were awarded annually from 2015 until March 2020 before a pause in delivery of the initiative due to the pandemic. Members agreed to relaunch it in 2023 under a new name, the Burntwood Town Council Student Award in memory of Stephen Sutton MBE.

Last year, the award opened for applications at the beginning of September with the closing date at the end of October. Several applications were received from both secondary schools, representing a range of ages and talents. Two awards were given, and the decision was made by a panel of 5 Councillors.

This year, Members have budgeted for one award of £1000.

3. Proposal

It is proposed that members agree to run the BTC Student Award in memory of Stephen Sutton MBE again this year, and that a panel of 5 Councillors will meet to review the applications in November.

4. Recommendation

It is recommended that Members:

- Agree to the relaunch of the BTC Student Award
- Agree the process of reviewing applications
- Direct the Community Development and Engagement Officer to launch and promote this award.

Contact Officer

Kat Horner

Community Development and Engagement Officer

kat.horner@burntwood-tc.gov.uk

01543 677166