



The Old Mining College Centre
Queen Street
BURNTWOOD
WS7 4QH

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Our Ref: SL/JM

29 August 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 **Thursday 05 September 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 03 July 2024 [Minute Nos. 1-13] **[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. 2nd Chasetown Scout Group **[ENCLOSURE NO. 2A]**
- ii. Chasetown Youth Disability **[ENCLOSURE NO. 2B]**

7. BURNTWOOD LIONS WHITE GOODS SCHEME UPDATE

This is for information purposes only and no decision is required by the Committee **[ENCLOSURE NO. 3 AND APPENDIX 3A]**

8. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2024

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

9. REVIEW OF THE BURNTWOOD WAKES FESTIVAL 2024 AND THE PLAY IN THE PARKS 2024

Members are asked to note the content of the report; confirm that the Committee supports the continuation of the Burntwood Wakes Festival and Play in the Parks for 2025 and agree a budget request figure to fund the Burntwood Wakes Festival and Play in the Parks 2025 events to Full Council in the budget cycle **[ENCLOSURE NO. 5]**

10. FUTURE WAKES ADMINISTRATION

Members are asked to note the content of the report; to decide whether or not they wish to establish an Independent Organising Committee and agree the date for the Burntwood Wakes Festival in 2025 **[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 03 July 2024 [Minute Nos. 11-13] [ENCLOSURE NO. 7 – PINK].

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 03 JULY 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor P Taylor [in the Chair]

Councillors Coe MBE, D Ennis, S Taylor, Tranter, Willis-Croft 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.

1. APOLOGIES FOR ABSENCE

Councillor R Ennis [Work Commitments]

Councillor Evans [Prior Commitments]

Councillor Gittings [Personal Reasons]

Councillor Holdsworth [Work Commitments]

Councillor Kirkham [Ill Health]

The reasons for the apologies were approved.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Wittstock declared an interest in Agenda Item 6 – Better Burntwood Fund [Burntwood Swimming Club] as she had previously attended the Swimming Club and Agenda Item 13 – Burntwood Be A Friend and St Anne's Church Joint Commissioning Application as she had attended the counselling/bereavement sessions.

Councillor S Taylor declared an interest in any discussions relating to the Lichfield Garrick Theatre as she is a Trustee and Councillor P Taylor declared an interest as her spouse.

The Community Development and Engagement Officer, in the interest of transparency, declared an interest in Agenda Item 6 – Better Burntwood Fund [Burntwood Swimming Club] as a member of her family attends the Club.

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 23 May 2024.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 08 May 2024 [Minute Nos. 65-74] be approved as a correct record.

4. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

5. COMMUNITY ENGAGEMENT

Councillor Coe MBE informed Members that as Chair of the Council she had attended the family fun day at Bracken House on 01 June; the D-Day 80th Anniversary service at Christ Church on 06 June; the Festival of Flowers at Chasetown Methodist Church on 22 June; Armed Forces Day outside Burntwood Library on 28 June and the Hello Velo event on 30 June.

Councillor D Ennis confirmed that he had attended on 12 June the community clean up on Cedar Road together with representatives from Bromford, Lichfield District Council and the BuRRT Team.

Councillor P Taylor confirmed that following the approval of the Better Burntwood Fund application submitted by the Burntwood Memorial Community Association on 29 January 2024 for the purchase of film projection and sound equipment to use for regular cinema afternoons, he confirmed that the Community Association were now in a position to purchase the said items having secured a grant from the Noel Sweeney Foundation. It was hoped that the equipment would be in place for the showing of The Colour Purple film on 16 July.

The Community Development and Engagement Officer confirmed that the Lichfield Garrick Theatre and Town Council partnership is developing well. The consultation phase of the project will finish at the end of July. The Garrick have received over 200 responses so far to the online survey, but they have not had many responses from the 25 – 45 age range, so they will be launching a prize draw offering a family ticket to the pantomime in January 2025 for completing the survey. The Garrick will be targeting families they already have on their mailing list who live in Burntwood, as well as announcing it on social media.

The Community Development and Engagement Officer and Jonny McClean from Lichfield Garrick have also been consulting with different organisations including a number of local primary schools and Burntwood Library staff, as well as the Garrick attending Town Council's monthly markets and speaking with residents.

In addition to the consultation, the two youth theatre groups that have been launched in partnership with the Town Council at Chase Terrace Academy and Erasmus Darwin Academy are now up and running and are both attended by between 15 – 20 students.

Since the last Community and Partnerships Committee, the Community Development and Engagement Officer confirmed that the Dementia Action Week went ahead with a number of activities running across the town. The Dementia Friendly Burntwood group are also in the early planning stages of another Memory Walk which will go ahead in autumn.

The Community Development and Engagement Officer explained that the Town Council were key in setting up and establishing this group, however it is a community initiative rather than a Town Council initiative and so after supporting the group for a

number of years the Town Council will now be reducing the amount of officer time in supporting the group going forward. Susan Williams from the library will continue to Chair the group.

The Community Development and Engagement Officer explained that she had met with Simon Jennings from Support Staffordshire to plan the next Volunteer Fair in Burntwood, and they are also exploring the option of a youth volunteer fair held in partnership with one of the local secondary schools.

The Community Development and Engagement Officer explained that she had met with Jo Mann from the Tara Group/Noel Sweeney Foundation to discuss their sponsorship for the Wakes and Play in the Parks, and also to work in partnership to highlight local groups that may meet the Noel Sweeney Foundation's criteria for funding.

The Community Development and Engagement Office explained that the Community Safety Partnership at Lichfield District Council are organising a 'be proud of your community day' on Friday 30 August 10am to 3pm at Chasewater to highlight issues around ASB and the dangers of swimming. Lichfield District Council, Staffordshire County Council, the police and fire services and others will be in attendance. Due to staff holiday the Town Council are not planning to attend with our gazebo; however Councillors are welcome to attend the event and offer their support.

6. BETTER BURNTWOOD FUND

6.1 Burntwood Swimming Club

Councillor D Ennis referred to Minute No. 69 – Community Engagement [08 May 2024 refers] where he had informed the Committee of 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.

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

RESOLVED That a grant of £500 be awarded to Burntwood Swimming Club towards the purchase of flippers [equipment for community use] and training course.

7. INFORMAL UPDATE ON THE 2024 WAKES

The Deputy Clerk gave an update on the current situation. She confirmed that there would be an underspend following receipt of sponsorship and that as in previous years Full Council is being asked on 16 July to approve a budget virement from the Wakes Festival budget [213 4390] to Christmas Events budget [213 4262]. Councillor P Taylor confirmed that there would be busker type acts who will perform within a stalls type gazebo.

Councillor D Ennis asked if on the next agenda this Committee could discuss the future of the Wakes. He explained that he would like to see some changes to how the Wakes is organised e.g. the setting up of a Sub-Committee which would include members from the community who would have more say in the decision-making process. Councillors would also sit on the Sub-Committee. It was proposed that the secretarial/administrative support would still be provided by Deputy Clerk.

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

The Deputy Clerk gave an update on the current situation and confirmed that all venues had now been confirmed and that we were within budget following receipt of sponsorship.

9. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2024

The Deputy Clerk gave an update on the current situation.

With regard to the suggested virement, Councillor D Ennis explained that perhaps instead of separate budget lines for events this could be incorporated into one and suggested that the Deputy Clerk should be included in the discussions regarding the budget to avoid any future virements as sponsorship may not always be forthcoming. The Deputy Clerk confirmed that she had already been asked by the Town Clerk regarding her input into the budget which is considered and approved by Full Council.

The Community Development and Engagement Officer explained that she attends the Visitor Economy Network meetings and an officer from Lichfield District Council had mentioned that funding may be available [specifically targeted at more Christmas lighting]. Councillor D Ennis suggested that a meeting was needed at Sankey's Corner with the officer from the District Council to determine what additional lighting, if any, could be provided.

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

The Community Development and Engagement Officer explained the background to the Student Award in memory of Stephen Sutton MBE. She confirmed that Members had approved a budget for one award of £1,000 for 2024/25 and asked if the Committee wished to review the process [e.g. last year a small panel had been set up comprising of five Members who had met on 29 November 2023 to discuss the applications received in detail]. Councillor D Ennis confirmed that as Full Council had approved the budget on 15 November 2023 [Minute No. 45] he was supportive of continuing with an annual bursary of up to £1,000 being awarded however he felt that a small panel was not needed and the applications should be considered in detail [in confidence] by the full Committee. However, when this was suggested previously, Councillor P Taylor felt that he had been criticised by Members at the Full Council meeting held on 21 September 2023 [Minute No. 35]. Councillor D Ennis stated that the Chair of a Committee [or a Sub-Committee] may convene an extraordinary meeting of the Committee or Sub-Committee at any time [Standing Order No. 18 [c]].

Councillor Tranter supportive the bursary however she felt that all Committee Members should have the same opportunity to discuss the applications received and all applications should be assessed on an equal footing. The Community Development and Engagement Officer confirmed that as part of the form there is a section on barriers.

Post Note

Barriers: Do you face any barriers to participation? Yes/No.

[Examples of some barriers could be but are not limited to physical health, mental health, neurodiversity, financial, language, gender, ethnicity, etc].

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 Town Council Student Award in Memory of Stephen Sutton MBE be relaunched, that the applications received be discussed under Confidential by the Full Committee and the Community Development and Engagement Officer be directed to launch and promote the award.

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

See Confidential Minutes.

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

See Confidential Minutes.

[The Meeting closed at 7.05 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	2ND CHASETOWN SCOUT GROUP
Address	[Redacted]
Email	
Main telephone No.	

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

We can take 156 young people aged 4 to 18 years from the local community. Scout organisation - Non-profitable.

Type of organisation:

- | | |
|---|--|
| ☐ Informal group | ☐ Community Interest Company |
| ☐ Registered Charity. Registered Charity Number _____ | ☐ Company Limited by Guarantee |
| ☒ Society or Club with Adopted Constitution | ☐ Local branch of a national organisation |
| | ☐ Other (please specify) _____ |

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

None

Describe your project and the support you require:

We are a new Scout group in Chasetown starting from nothing. We are looking to buy tents and outdoor cooking equipment to allow us to take the yp's camping.

Additional sheet attached ☐

Funding breakdown and total amount requested:

Item	Amount
tent per item	£300
Cooking Equipment	£200
	Total: £500

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

The young people of the local community and their families.

☐ 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	C Bailey
Print Name	CLAIRE-LOUISE BAILEY
Date	12TH AUGUST 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 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	Chasetown Youth Disability
Address	Chasetown Football Club Church Street, Burntwood WS7 3QL
Email	
Main telephone No.	

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

We run weekly football sessions for children with learning disabilities, allowing them to access football sessions in a safe and comfortable environment. Many of our participants have struggled to access mainstream football and have come across coaches who don't understand their needs; so our sessions allow them to learn and enjoy football in an environment that caters to their need and allows them to gain success in their own way. We also bring together parents and families of SEN children to allow them to converse and learn off each other. WE currently have up to 20 participants registered; aged from 5-14.

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) Football Club

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

No

Describe your project and the support you require:

We feel that for SEN children, there aren't many sessions that can cater to their needs and allow them to feel comfortable in a learning environment. We are constantly being told by parents and adults that not enough is being done in the area to provide sporting opportunities to individuals with SEN needs so we want to change that, and provide positive opportunities in sport to those who want to access it, without barriers. I myself am profoundly deaf and understand the struggles growing up of not being able to access sessions, and am passionate about now providing these sessions to allow our participants to experience the joy and competition that comes with playing sport. Many of our parents say the session gives them a welcome break, as well as a fantastic opportunity to link with other parents of SEN children to share their experiences and know they are not alone in what they go through.

We have seen many examples of disability sport being provided around the Midlands, and feel with our experience and passion for making a difference, that we are the right group to put on these sessions and develop their skills.

Our hope is to create teams, and form a pathway for young children to enter our club and progress through the age groups up to adulthood, with the hope of also becoming volunteers to help the next generation come through. We are also passionate about developing their social skills as well as their sporting skills, and provide them with useful experiences that give them confidence to succeed in the working world.

We want to improve the confidence and opportunities given to SEN children as well as help remove barriers that may allow them to access similar opportunities to their peers who do not have SEN needs. We want to continue to provide sessions that are safe and comfortable for them, as well as help benefit parents and adults who may know someone with SEN needs. We want to provide a learning environment where they can succeed, and where we can cater for their individual needs - whatever they may be.

We hope through our sessions they will develop their skills both through sport and socially, and will continue to build friendships and feel a sense of belonging to our club, through representing Chasetown in league games and monthly football matches.

Through our sessions, we hope to provide a pathway that will allow them to enter from an early age, represent their teams throughout the age groups and then continue to stay active and understand the benefit of an active lifestyle. Especially post-COVID - many of our participants had struggled to access sporting opportunities and this took a toll on their physical and mental wellbeing, so we want to reverse those effects and give them a space to exercise, and understand the benefits of playing sport. We hope they will then pass these lessons on, not only by continuing to represent their club but also by giving back and helping the younger generation of participants that come through

Additional sheet attached ☐

Funding breakdown and total amount requested:

Item	Amount
Facilities	£300
Equipment	£100
Kit	£100

	Total: £500
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Who are the project beneficiaries? How will this benefit Burntwood residents?:

We currently have a taster session set up by myself; a disability sports coach with over 10 years experience of working in disability sport, SEN schools as well as GB Deaf Womens Football team. I am assisted by 4 coaches who have experience of working in football and in SEN schools - and we are currently looking to recruit parents to be volunteer coaches as they have expressed an interest. Our session at the moment takes place once a week on a Thursday evening, but as the session grows we will look to extend this to twice/three times a week as well as monthly football matches on a Sunday morning. We also want to explore the idea of setting up a weekly holiday camp during half terms, as there are currently not a lot of opportunities for SEN children to access sport during the holidays, in comparison with mainstream sports activities.

☐ 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	CPPRICE
Print Name	CHRISTOPHER PRICE
Date	20/8/2024

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

Thursday 5th September 2024

Burntwood Lions White Goods Scheme update

1. Purpose of Report

The purpose of this report is to update Members on the White Goods Scheme administered by the Burntwood Lions on behalf of Burntwood Town Council.

2. Background

Burntwood Town Council (BTC) began operating a White Goods Scheme which is administered by the Burntwood Lions in 2019 to assist vulnerable residents who are in urgent need of essential household equipment such as cookers, refrigerators, washing machines, beds, mattresses, and carpets. White goods are purchased and installed by Burntwood business, Hathaways.

To qualify for the scheme, a referral must be made, and a home visit is undertaken by two representatives from the Lions. Referrals are made by organisations such as Lichfield District Council, Social Services, CAB and Bromford who have insight into a resident's financial situation.

During the home visit, the Lions discuss which item is required, measure up and check connections for fitting, and provide an information pack which includes details of local organisations such as Spark, Burntwood Be A Friend and Burntwood Foodbank. They can also provide additional donated household items such as bedding. The Lions are aware of safeguarding processes and where necessary have reported concerns to social services.

The Lions annual payment of £4,000 to cover the period April 2024 – March 2025 was received in April 2024 and they have submitted the first quarterly report (enclosure A) for this financial year.

3. Conclusion

The Burntwood Lions have provided white goods for 8 residents between April – June 2024 totalling a spend of £1,592, and in addition reported providing families with signposting information as well.

4. Recommendation

This is for information purposes only and no decision is required by the committee.

Contact Officer

Kat Horner

Community Development and Engagement Officer

kat.horner@burntwood-tc.gov.uk

01543 677166



Burntwood Town Council

White Goods Scheme

Administered by the Burntwood Lions

Quarterly Report: April – June 2024

Date	Client No.	Postcode	Referral Source	Item	Cost
19/04/24	350	WS7 2EX	Bromford	Washing Machine	£219
22/04/24	351	WS74RX	Bromford	Washing Machine	£199
07/05/24	353	WS7 2EX	Bromford	Condenser Dryer	£219
08/05/24	354	WS7 4RU	Bromford	Cooker	£169
08/05/24	355	WS7 4YN	Lich. C&F	Fridge	£149
11/06/24	358	WS7 2HF	LDC Housing	Washing Machine	£219
14/06/24	359	WS7 4QS	Lich. C&F	Fridge Freezer	£249
26/06/24	360	WS7 2HF	BBAF	Cooker	£169
Quarterly total:					£1,592
Annual total (from April '24):					£4,000
Funding remaining:					£2,408

Case study (April):

Case 351. Single father with young son at nursery. Difficult break up with child's mother. Has very little. Been living with his mother. Just been given a flat which he is making secure and safe for his child. The bedroom was really well decorated and toys in a corner. Nice bed which he had bought. Needed a washing machine. Basic essentials were there. He was so grateful to have a washing machine and will help Lions if needed in the future. Such a nice young man who is trying to make a new life in a new area with his son. He was given all local information regarding child care, play opportunities and help with budgeting in our Lion's pack. Dad was very grateful .

Case study (May):

Case 355. A lovely family with single mom and two small girls. Children very chatty and happy. Dad is estranged but was making a surprise visit when we called there. Mom needed a fridge as funds would not allow her to buy a new one. She struggles financially. She has some health issues herself. Mom manages her own health issues well and gets some support. She tried to talk to me when dad was out of earshot. Not a good situation for her. We were very happy to help her as makes the most of what she does have.

Case study (June):

Case 359. Single mom with a five year old son. They have been living with her mother but she has recently been given a place of her own, as there are several brothers and sisters, all with special needs at her mom's house. The child has no speech and is quite a handful according to grandma. He was at nursery when we called there. A fridge freezer is needed to keep the child's milk and medication cool. Her mom has provided a lot of essentials. This family will have to survive on benefits and are so grateful for the help provided.



Christmas Events 2024

Dates & Locations:

Monday 25 November – 6pm to 7pm – Corner of Bells Lane/Longfellow Road

Saturday 30 November – 4pm to 7pm – Sankey's Corner

Initial Budget:

£6,360

+ £4,000 Virement agreed by Full Council 16.07.2024

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
Seventeen43 Limited	Event Management for both events
The Best Fun	Snow Globe
Bert & Gerts Limited	20 Market Stalls & Lighting
Pat Collins Funfairs	Miami & Two Childrens Rides
Festival Glitter	Xmas Glitter for both events
Much Ado About Insurance	Insurance
Music	Boney Hay Event

Quotations requested:

Organisation	Items

Food Stalls:

1.	Burger Van
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Community and Partnerships Committee

Thursday 5th September 2024

TO REVIEW THE BURNTWOOD WAKES FESTIVAL 2024 AND PLAY IN THE PARKS 2024

1. Purpose of report

To review the Burntwood Wakes Festival 2024 and the Play in the Parks 2024.

2. Burntwood Wakes Festival 2024

The Burntwood Wakes Festival 2024 (BWF) was held on 20 July at Burntwood Leisure Centre from 12 and 4pm. Detailed planning and arrangements were made in advance including infrastructure (portable toilets, insurance, event management, etc) as well as attractions and community groups, with other acts and entertainment being booked as the event developed.

For 2024, sponsorship was received from the We Love Lichfield Fund, Lichfield District Council, London and Cambridge Properties and the Noel Sweeney Foundation totalling £9,166.67. Councillors had agreed a budget of £16,800 from the Councils own funds. We also received income from food vendors totalling £650.00, and £280.00 from Bert and Gerts, so £26,896.67 was the available budget and the final spend was £21,475.25.

There were 18 community groups in attendance who use the event to raise funds and awareness of their work.

Rides and attractions included:

- Ferris Wheel
- Dodgems
- Children's fairground ride
- Climbing Wall
- Mobile Caving
- Inflatables
- Petting Zoo
- Imperial Storm troopers
- Punch and Judy
- Buskers Tent
- Mindfulness and Wellbeing taster sessions
- Lichfield Garrick performances
- Quiet Tent
- Community stalls
- A variety of food and beverage vendors
- Street market

On the day it was estimated that over 4000 people attended the event, and Officers and Members received many positive comments from members of the public, and on social media.

The event was heavily promoted on social media, posters were put up around the town and in our bus shelters, a full-page advert was taken out in The Lichfield and Burntwood Independent and covered in stories in the newspaper and on Lichfield Live.

In terms of the impact of the event, entrance and attractions were free ensuring families could enjoy a fun day out without cost. Thanks to sponsorship received from the Noel Sweeney Foundation, 600 free packed lunches for children were handed out, and community stall holders reported that they each raised considerable funds to support their charitable and community organisations.

All events of this type are vulnerable to weather conditions, and this year, the weather was ideal with no wind or rain and temperatures were in a comfortable range.

As members know, BWF is entirely organised by Burntwood Town Council staff reporting to the Community and Partnership Committee. Much of the administrative work is undertaken by the Deputy Clerk.

3. Play in the Parks

This summer the Town Council arranged 8 Play in the Parks events in Redwood Park, Burntwood Leisure Centre, Chase Terrace Park and Burntwood Park. Each event ran from 11am – 3pm on Mondays and Wednesday between 29 July and 21 August. Sponsored by Noel Sweeney Foundation (£2600) and Bromford (£780), free food (packed lunches prepared by Mikey Tea) and soft drinks and fresh fruit supported by Spar and Morrisons supermarkets, as well as crisps and bottled water donated by Burntwood Be a Friend.

Each event was heavily promoted in social media, and with a full-page advertisement in the local newspaper the Lichfield and Burntwood Independent. Word of mouth through school networks also promoted the events, which after been first held 10 years ago, are becoming a traditional event in the town, and are very popular.

The Town Council agreed a budget of £9,000 from its operating budget (2024/25), and this covered items such as face painting, inflatable ride, children's fairground ride. The Town Council also has the use of games equipment.

A significant amount of positive comments were received such as

- We had an amazing day thank you so much for all your hard work
- What a wonder gesture of generosity by The Noel Sweeney Foundation
- We had a fabulous afternoon, thank you
- Thank you, the boys had great fun and it was lovely to catch up with a lot of old faces
- Fabulous as always thank you all

The Town Council has developed excellent and supportive relationships to deliver Play in the Parks with

- Noel Sweeney Foundation
- St John's Community Church
- Spark
- Platinum Boxing
- 1st Burntwood Scouts
- Spar
- Morrisons
- Lichfield District Council

4. Recommendation

- a. That Members note the content of this report.
- b. To confirm that the Committee support the continuation of Burntwood Wakes Festival and Play in the Parks for 2025.
- c. That Members agree a budget request figure to fund BWF25 and Play in the Parks to Full Council in the budget cycle.

Contact Officer

Steve Lightfoot

Town Clerk

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Community and Partnerships Committee

Thursday 5th September 2024

FUTURE WAKES ADMINISTRATION

1. Purpose of Report

To ask members to consider arrangements and possible changes to the organisation of the Burntwood Wakes Festival in 2025.

2. Background

It has been proposed that the BWF moves from an entirely BTC organised event, to establishing a committee, involving members of the community.

As members know, the Burntwood Wakes Festival is organised annually by Burntwood Town Council. Times have significantly changed since the inception of the Wakes over 100 years ago, as well as in residents lifetimes. Although much feedback received about recent years event, some comments are often nostalgic for times gone by including a desire to see a parade, or more entertainment. In recent years, the Town Council has attempted to promote a Wakes Festival with the look and feel of a small music festival, hiring a stage, lighting, and sound equipment. These events are vulnerable to the weather and in 2022 and 2023 the weather was not favourable leading to a lower attendance than could have been expected.

To broaden the appeal the following option is offered.

Members are asked to consider a proposal to;

- a. Establish an independent organising committee of which Burntwood Town Council will remain the lead body, comprised of 3 Councillors (the Chair or Vice Chair to be the Chair of Community and Partnerships Committee), 7 invited members of the community and one Officer to support with the administrative, financial, and booking tasks.
- b. A constitution will be written, similar to sub-committee constitutions, to make it clear on how decisions are agreed. This organising committee would have autonomy to make arrangements, seek sponsorship, market, and promote the BWF.
- c. Depending on the interest shown in the new committee and its capacity, a decision would be taken after the first year as to whether this new organising committee would become the responsible body for the BWF in its own right (i.e. holding insurance, being responsible for accounts etc), or a Working Group of the Council where BTC retains significant responsibility.

3. Recommendations

- a. That Members note the content of this report
- b. That Members authorise the Town Clerk to establish an independent organising committee as described and report back to this committee at its January 2025 meeting.

Or

- c. Continue the organising the Wakes as per usual.
- d. Members agree the date of the Burntwood Wakes Festival to be Saturday 19 July 2025 (as traditionally, the third Saturday of July).

Contact Officer

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Town Clerk

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