



The Old Mining College Centre
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BURNTWOOD
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Our Ref: SL/JM

30 April 2025

To: All Members of the Community and Partnerships Committee

Councillors Evans (Chair), P Taylor (Vice Chair), Bishop, Coe MBE, 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 **Wednesday 07 May 2025 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 meetings of the Community and Partnerships Committee held on 10 March 2025 (Minute Nos. 53-63) (**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. Fulfen Primary School (**ENCLOSURE NO. 2A**)
- ii. Burntwood Litter Heroes (**ENCLOSURE NO. 2B**)

7. INFORMAL UPDATE ON THE WAKES FESTIVAL 2025

Members to receive an update on the Wakes Festival 2025 and to receive and note the Summary of the Burntwood Wakes Festival Organising Group Meeting held on 08 April 2025 (**ENCLOSURE NO. 3A AND 3B**)

8. INFORMAL UPDATE ON THE PLAY IN THE PARKS 2025

Members to receive an update on the Play in the Parks 2025 (**ENCLOSURE NO. 4**)

9. INFORMAL UPDATE ON THE CHRISTMAS EVENTS 2025

Members to receive an update on the Christmas Events 2025 (**ENCLOSURE NO. 5**)

10. BURNTWOOD LIONS WHITE GOODS SCHEME UPDATE

For information purposes only. No decision is required by the Committee (**ENCLOSURE NO. 6**)

11. COMMISSIONING PROGRAMME UPDATE – BURNTWOOD BE A FRIEND AND ST ANNE'S CHURCH CHASETOWN

For information purposes only. No decision is required by the Committee (**ENCLOSURE NO. 7 AND APPENDIX A**)

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 MONDAY 10 MARCH 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)

Councillors D Ennis, Gittings, P Taylor, 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.

53. APOLOGIES FOR ABSENCE

Councillor Coe MBE (Unwell)

Councillor R Ennis (Unwell)

Councillor Kirkham (Work Commitments)

The reasons for the apologies were approved.

54. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

55. 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 Tranter and following a unanimous show of hands it was

RESOLVED That the Minutes of the Community and Partnerships Committee held on 22 January 2025 (Minute Nos. 39-52) be approved as a correct record.

56. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

57. COMMUNITY ENGAGEMENT

Pump Track, Chasewater

Councillor D Ennis informed Members that he had attended an event at Chasewater on Saturday 08 March relating to 'Let's Get A Pump Track' and stated that a representative was there from the Express and Star Newspaper. He explained that a pump track is a trail for bikes, scooters, BMXs etc to ride round with curves, small hills and drops.

Carer's Celebration Afternoon Tea and Carer's Drop In Event

The Community Development and Engagement Officer informed Members that Councillor Coe MBE's Carer's Celebration Afternoon Tea went ahead in January with support from Friends of Burntwood Library, Burntwood Library, MHA Communities, the Burntwood Lions and Tesco Extra Lichfield. The event was well attended and Councillor Coe MBE spoke about the important role that carers play and thanked them. The event highlighted the need for a carer's peer support group in the town, and so MHA Communities will be launching a carer's drop in event at the library on the 1st Tuesday of every month from 10.30am - 12pm, starting on Tuesday 1st April.

Members of Burntwood

The Community Development and Engagement Officer informed Members that together with herself, Councillor Evans and Councillor P Taylor had attended a meeting of the Members of Burntwood (MOB) to see first-hand how their Better Burntwood grant had supported their group. MOB had purchased a PA system with a hearing loop so their members could better hear their guest speaker, and a Press Release was sent out highlighting the grant and efforts for the group to be more inclusive.

Burntwood Town Council Award in Memory of Stephen Sutton MBE

The Community Development and Engagement Officer informed Members that together with herself, Councillor Evans and Councillor P Taylor had met with this year's BTC Student Award winners to talk to the students about their talents and future plans in more detail, and a Press Release was sent out sharing the news of the two students who were in receipt of the Award.

White Ribbon Supporter Organisation

Further to Minute No. 45 – 22 January 2025 refers, the Community Development and Engagement Officer confirmed that the Town Council had now registered as a White Ribbon Supporter Organisation, and Councillor Coe MBE, Councillor Evans and herself had met to begin to discuss an action plan. As a supporter organisation, the Town Council are required to have a White Ribbon Champion and a White Ribbon Ambassador and these roles will be taken up by Councillor Coe MBE as Champion, and Councillor D Ennis as Ambassador. The definitions for both roles provided by White Ribbon are as follows:

- **White Ribbon Champions** are women, and people who do not identify as being a man, who promote the White Ribbon message and encourage and challenge men to get involved by finding opportunities to inspire and inform. Our Champions can hold us to account and ensure that women's voices are heard in our work.

- **White Ribbon Ambassadors** are men and people who identify as a man who take on this responsibility. They take the White Ribbon message into their workplaces, communities and among their friends, family, and colleagues.

Lichfield District Council's Community Safety Partnership

The Community Development and Engagement Officer informed Members that Lichfield District Council's Community Safety Partnership are looking to place bleed kits within defibrillator cabinets in Burntwood. Bleed kits can be lifesaving and are used

for any arterial bleed injury. There is free training available for organisations, staff, and volunteers in Burntwood, and Members are welcome to attend. Details of the training can be provided by the Community Development and Engagement Officer.

Councillor D Ennis queried whether the bleed kits contained any perishable items and who would be responsible for replacement of such items. It was suggested that whilst the Burntwood Repair and Response Team undertake their monthly checks regarding the defibrillators, they could also check the bleed kits but any items needed for the bleed kits would not be paid for by the Town Council.

58. BETTER BURNTWOOD FUND

a. MHA South Staffs Communities

It was noted by Members that the description of the project/support needed included both Volunteers Week 1-7 June 2025 and the Carers Group referred to previously by the Community Development and Engagement Officer.

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

RESOLVED That a grant of £500 be awarded to MHA South Staffs Communities towards refreshments and entertainment in respect of Volunteers Week and providing staff in respect of the Carers Group.

b. Phoenix Counselling Service

Members raised concerns. Councillor D Ennis asked for clarification regarding how many sessions would be provided as he felt that it was unclear in the application and potentially if the service offers an initial 7 sessions it could mean that only 3 people could benefit from the grant. Councillor D Ennis asked how do Phoenix Counselling Service decide who has free sessions and who has to pay. The Community Development and Engagement Officer explained that they offer affordable/free counselling sessions and ask the individual accessing the sessions to make a contribution (if they can).

Councillor P Taylor felt that the counselling sessions dovetailed both Burntwood Be A Friend and Burton & District Mind and asked how the grant would be spent in Burntwood (as the grant needs to be ring fenced for Burntwood residents).

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

RESOLVED That a grant of £500 be awarded to Phoenix Counselling Service towards counselling sessions. The grant is subject to the Community Development and Engagement Officer (in consultation with the Chair and Vice-Chair of the Committee) obtaining the information/clarification raised by Members.

57.3 Fun Club Hub

Councillor D Ennis explained to Members that at the Christmas Event held on Saturday 30 November 2024 we had some young people in their mid-teens that needed engaging with and we did not have the staff to do this. If they were engaged with, he did not think we would have had some of the issues e.g. throwing a few chips off the roof of the newsagents and kicking down some barriers. Risk to the public was

low. Councillor D Ennis explained that a suggestion put forward had been to work in partnership with Fun Club Hub through a small grant that could help to levitate the issue, raise the profile of Fun Club Hub, and show team work. Councillor D Ennis stated that this would be a trial and supported Councillor P Taylor's suggestion that this expenditure could come from the All Community Events (excluding markets) budget in the future.

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 Fun Club Hub towards staffing, volunteers expenses and resources in respect of the Christmas Event to be held on Saturday 29 November 2025.

59. INFORMAL UPDATE ON THE WAKES FESTIVAL 2025

Councillor Evans updated Members on the current situation. In respect of the Burntwood Wakes Festival Organising Group meetings Councillor P Taylor asked if we could please try and avoid the 3rd Tuesday of the month for these meetings, because he is busy on everyone of them with the Afternoon Cinema held at the Burntwood Memorial Hall. He stated that he was keen to play an active role in the Organising Group but will be unable to if they are always on this day of the month.

The Deputy Clerk confirmed that all of the Informal Updates relating to the events were living documents and are continually edited and updated between Committee meetings.

60. INFORMAL UPDATE ON THE PLAY IN THE PARKS 2025

Councillor Evans updated Members on the current situation. In respect of Monday 18 August – St Matthews Cricket Ground, Members asked if we could engage with Busy Bees Nurseries as they are in close proximity to ascertain if they wanted to be involved.

61. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2025

Councillor Evans updated Members on the current situation. In respect of the Christmas tree at Sankey's Corner, Councillor P Taylor asked if the Town Council could look at hiring some outdoor Christmas lights/laser projector lights. Councillor D Ennis referred to the Christmas light display at Haywoods Blinds and felt that "similar" could be provided at other shops at Sankey's Corner. It was **AGREED** that the Leader together with the Town Clerk would engage with local businesses to ascertain what additional Christmas lighting could be provided.

(Councillor D Ennis left the meeting at 6.43pm)

62. BURNTWOOD LIONS WHITE GOODS SCHEME UPDATE

Councillor Evans informed Members that the Community Development and Engagement Officer will be setting up an agreement with Burntwood Lions to make the arrangement more formal as there had been a misunderstanding on where the Town Council's grant could be spent as the updated report referred to a postcode in WS11. The Community Development and Engagement Officer referred to the

previous report provided by Burntwood Lions and explained that the total spend from the current financial year (April 2024 until the end of December 2024) is £3,898 however the Lions also incurred retrospective costs from the previous financial year on top of this amount when placing orders for white goods in quarter 4 of 2023/24 but making payment in quarter 1 of 2024/25. She also confirmed that the Lions had been successful in receiving additional funding from Lichfield District Councillor's community funds.

63. COMMISSIONING PROGRAMME UPDATE

The Community Development and Engagement Officer updated Members. Members felt that it was good to note that the organisations were fulfilling their briefs.

(The Meeting closed at 6.54 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	Fulfen Primary School
Address	Rugeley Road Burntwood Staffs WS7 9BJ
Email	office@fulfen.staffs.sch.uk
Main telephone No.	01543 226070

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

We are a Primary School in Burntwood. We have 440 pupils in school, including Pre-School. We only have 6 families who live outside the Burntwood area. The school objectives are to enable all children to learn and develop their skills to the best of their ability.

Type of organisation:

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

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

No

Describe your project and the support you require:

We are a Primary School based in Burntwood Staffordshire. We have 395 children on role and 45 pre-school children.

We would like to apply for the Better Burntwood Fund to enable us to buy a "Buddy Bench" for our school playground.

On returning to school since the isolation of Covid we have noticed some of our pupils find it difficult to socialize with their peers. We know only too well how mental health can affect even the smallest of children.

The benches are colourful, friendly and attractive, they will excite our children and encourage them to talk. We want to provide a special place for any child who is feeling lonely, sad or anxious to go to and know that another child or adult will sit with them so that they can talk.

We aim to purchase the benches from the "Plastic Furniture Company" plasticfurniturecompany.co.uk whose plastic furniture is 100% recycled.

Their range of recycled plastic benches and seating are made from plastic bottles which goes towards reducing global emissions and will help our project maintain a low carbon footprint. The benches will last a lot longer than timber with very little maintenance and they come with a 10-year guarantee.

We would like to take this opportunity to thank you for giving us this chance to apply for the funding.

Funding breakdown and total amount requested:

Item	Amount
Multi-coloured Zigzag Benches 12 Seats	£456.00 + VAT
	Total: £456 + VAT = £547.20

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

The benches will help the children in school have a space where they can meet and talk or play with their peers. It will encourage children to notice if anyone was sitting alone and needed a friend. The benches are made from environmentally friendly recyclable plastic bottles. They are extremely versatile and come in a selection of bright plain colours.

☐ 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	S Steele
Print Name	
Date	06 March 2025



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 Litter Heroes
Address	C/o 2 Coney Lodge View Burntwood Staffs WS7 1NU
Email	BurntwoodLitterHeroes@hotmail.com Sarahlevans77@hotmail.co.uk
Main telephone No.	07775 761566

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

1. THE PURPOSES OF THE CHARITY ARE:-

- i. To carry out regular litter picking in the Burntwood and surrounding areas.
- ii. To encourage as many people as possible to volunteer join in our cause for a litter free community through individual litter picking and organised litter picking events to clean up local areas.
- iii. To actively encourage the education of all in the wrongs of dropping litter.
- iv. To engage with the local councils local business, schools and other community groups to promote environmental awareness and responsibility.
- v. Educate the local community about the importance of reducing litter in the community via social media campaigns.
- vi. Foster a sense of community and team work among members to make a real difference to where they live.

We currently have 66 litter pickers distributed throughout Burntwood

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?:

No

Describe your project and the support you require:

To date, we have collected 744 bags of litter in 2025, and we aim to keep Burntwood as litter-free as possible and protect the local environment and wildlife

Our 2024 total was 850, which shows the impact of attracting new supporters

We have supplied 66 litter pickers and high-visibility vests litter picking hoops out to volunteers in the town

With our drive to dramatically increase the support within our town, we need additional financial support to purchase the equipment also to assist with printing, and also insurance for the group

We have relied heavily on volunteers to find local business support, and some individuals have also donated funding for over 30 litter pickers to be purchased

Members also sourced a storage unit and the land for this to be accessible for the supply of equipment to assist the group

With our constitution in place and application for a bank account, we are hopeful to continue the expansion of the members and volunteers to ensure we have a contingency within the town to ensure the group remains viable

Additional sheet attached ☐

Funding breakdown and total amount requested:

Item	Amount
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Insurance	250
Equipment	250
	Total: 500

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

The impact of this group is already visible to all residents, the town is becoming clean and presentable, ensuring we are living in a town that is one to be proud of,
We are already growing in social media presence within the town and people are recognising the group and interacting with us more

☐ 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	Sarah Evans
Print Name	Sarah Evans
Date	28 th April 2025

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 2025

Date:

Saturday 19 July 2025 from 12 noon to 4pm

Location:

Burntwood Leisure Centre. All pitches, hard core and sports hall booked on 03 October 2024.

Burntwood Wakes Festival Organising Group:

Met on 10.12.2024

Met on 21.01.2025

Met on 11.02.2025

Met on 18.03.2025

Met on 08.04.2025

Items Booked Already:

Organisation	Items
Fun Club	Double Marquee & Van
Burntwood Road Sweepers Limited	To include 5 Cold Wash Units & 1 Disabled Unit
The Best Fun	To include 70ft Ultimate Challenge, 30ft Event Slide & 30ft Jungle Assault Course
J&B Medical and Security Services Limited	To include 2 x Emergency Care Assistants & 4 x Security Officers
Butterflies Face Painting	Face Painter
Mobile Climbing	To include 4-Person Mobile Climbing Wall, Mobile Caving, and generator
Lichfield Falconry & Hawking Centre	Static Bird Display
Festival Glitter & Henna	Face Glitter
Lichfield District Council	Soft Archery – 4 x archery boards Recreational Badminton – 2x pop up badminton nets for people to pick up and play with the equipment Table Tennis – 2 x table tennis tables Pick Up & Play Equipment – recreational equipment for all ages Football Target Net – x 1 with a soft sponge football Gazebo – in the middle of provision for promotion
Lichfield District Council	Street Velodrome (needs to go on concrete. Car park location at the side of the health centre and the road in front for the adapted bikes)
Pat Collins Funfairs	To include Ferris Wheel, Dodgems, Two Manned Childrens Rides
Nature's Burrow Animal Encounters	Petting Zoo to include reptiles, exotic mammals, domestic mammals, and mini beasts
Army Cadet Force	Gazebo, drill or fieldcraft display and/or get the corps of drums down for a performance
Eventex UK	Stage to include transport, stage unit, stage lighting, 1k PA system for bands and music playback and portable generator
David Whitehouse inLIFE Design	Drone

Staffordshire Fire & Rescue Service	Fire Engine
Everyone Health	Health Check Van and Gazebo
1 st Chase Terrace Scouts	Gazebo
Lichfield Garrick Theatre	Activities
Café Fika	Packed Lunches
Let's Get A Pump Track	Gazebo & Promotion & Trail Anywhere
British Red Cross	Emergency Response Support Vehicles
Graffiti Artist	Graffiti Artist including canvases
Bert & Gerts Limited	10 gazebos with traders and tables
Liberty Jamboree	Gazebo
Staffordshire County Council	Fostering Vehicle & Gazebo
Much Ado About Insurance	Insurance
Lichfield District Community Safety And PCSO Chelsea Humphreys	Gazebo & Promotion
Programme	1,000 stapled A5 booklets
Storm in a Teacup Circus	Bubbleologist
The Creation Station	Dinosaur Craft Workshop LOCATED IN THE HALL
Seventeen43 Limited	Event Management, Risk Assessment, Gazebos
Magic Party	Balloon Modelling

Stage & Arena – Entertainment:

	Artist	Information
1.	Totally Rad 80's	Stage
2.	Emily Alice	Stage
3.	Through The Dogs Eyes	Dog Training Demo – Arena
4.	Josh Thacker	Stage
5.	Liberty Jamboree	Arena
6.	L'Rhythmix Dance Academy	Arena
7.	Jake Motton Band	Stage
8.	Boys & Girls Brigade Marching Band	
9.	Des Coleman	Stage & Host
10.	Chair of Council	Welcome
11.	Stage	Sound Engineer

Charity Stalls Inside The Hall

£20 (Charge is refundable upon attendance or cancel with a months' notice)

	Charity/Community Stall
1.	CAARS
2.	CAARS
3.	Pathway Project
4.	Lichfield & Hatherton Canals Restoration Trust
5.	Bethany Children's Home
6.	Burntwood Family History Group
7.	Chasetown Townswomens Guild
8.	Chasetown Townswomens Guild
9.	Burntwood Be A Friend
10.	Voices4cats
11.	Citizens Advice South East Staffordshire
12.	Spark
13.	Burntwood Lions
14.	Burntwood Breast Care
15.	Burntwood Breast Care
16.	Burntwood Library
17.	Navy Cadet Force
18.	MHA Communities
19.	RSPCA

20.	Burton & District Mind
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Food Traders

£50 charge

	Food Traders
1.	Slushzilla (Slushies)
2.	Pat Collins (Hot Dogs, Burgers, Chips)
3.	Joes Ices
4.	Tayta Box (Jacket Potatoes)
5.	Cola's Coffee
6.	Bar
7.	Bar

Sponsorship

Name	Amount of Sponsorship
Noel Sweeney Foundation	Towards food
TNT Presents	Towards the Stage
LCP (M Core)	Towards activities
Roadtech Cutting Services Limited	Towards activities
The Drill Inn	Towards activities
Lichfield District Council	Towards activities
Café Fika	Programme
Haywoods Blinds	Programme

SUMMARY OF BURNTWOOD WAKES FESTIVAL ORGANISING GROUP MEETING

08 APRIL 2025

PRESENT

Councillor Di Evans (DE) (Chair)
Jayne Minor (JM) (BTC Deputy Clerk)
Kat Horner (KH) (BTC Community Development and Engagement Officer)
Darren Ruston (DR) (TNT Presents)
Gary Williams (GW) (Seventeen43 Limited)
Councillor Paul Taylor (PT)

Apologies

Councillor Darren Ennis (DEN)
Tasmin Turner (TT) (Health and Wellbeing Development Manager, LDC)
Jo Mann (JMA) (People, Engagement and Social Impact Partner, Tara Group)
Kirk Allen (KA) (Local Musician)
Matt Clay (MC) (Director of Development – Lichfield Garrick Theatre & Studio)
Aimee Hawkins (AH) (Events Officer, LDC)

Welcome and Introductions

DE welcomed everyone to the meeting and thanked them for their attendance.

Review Actions from the Notes of the Previous Meeting

JM updated the Organising Group following the meeting held on 18 March 2025. JM explained that the list of activities was a living document and was continually being edited and updated between meetings. As previously agreed, JM confirmed that she had obtained quotations for a bubbleologist, craft workshop and balloon modellers. JM emphasised that the figures quoted were the same as in 2024 (there had been no increase). It was **agreed** that JM would book the bubbleologist, craft workshop and balloon modellers.

Food Vendors

JM confirmed that we still had 5 food traders signed up and that we were still looking for 'different' food traders i.e. wraps, pizza, Indian food etc.

GW asked if alcohol would be on sale again this year. PT said that he hoped to bring along Premier Pub Co again in 2025. GW stated that he also had a contact (Horse Box style) and it was **agreed** that PT and GW would liaise with the various companies and that PT would look into obtaining Temporary Event Notice(s) as per last year.

Volunteers

JM confirmed that 4 people had currently come forward to be a volunteer on the day. GW stated that Stan Bowley Trust would charge approximately £100 per hour but would bring as many volunteers as is needed.

Hello Velo

Following a lengthy in depth discussion it was **agreed** that a site meeting would be needed with LL, SL & TT (from LDC) together with GW, PT, JM, and DE to discuss the location of Hello Velo as the positioning of Hello Velo would affect the positioning of the stage, disabled parking, access to the hall etc. GW confirmed that he would speak to LL in the first instance and come back with some dates and times (ideally the site meeting needs to take place by the end of April).

Stage

PT asked if a quotation could be obtained from EventEx Limited, under "Additions if Required" for an option for a sound engineer. A sound engineer would need to be there from set up of the stage through to 4pm. JM confirmed that an email had been sent on 07.04.25 and she was awaiting a response. It was **agreed** that JM would confirm arrival time for the stage.

DR confirmed that the artists (both paid and community) have been contacted and that there was a few 'minor' items that need to be confirmed i.e. , equipment, timings etc. PT confirmed that he had also emailed the Boys and Girls Brigade Marching Band and was awaiting a response.

With regard to the arena it was **agreed** that JM would obtain a quotation for hiring of 10 event crowd control metal barriers.

DR referred to a potential 'host' and confirmed that Des Coleman (an English actor, singer (tours the UK as Sammy Davis Jnr in The Rat Pack), and weather presenter (for ITV News Central) had been approached. His fee would be £1,200 which would include hosting and singing. It was **agreed** that DR would confirm the booking of Des Coleman.

Sponsorship

JM confirmed that LDC had confirmed their sponsorship and that Café Fika had confirmed a ½ page advert in the programme. KH confirmed that she had started on the programme.

Marketing

PT confirmed that they would be doing 'separate' promotion for the music part of the event. It was **agreed** that PT would liaise with KH with regard to branding. It was confirmed that the event is widely promoted on social media (i.e. Wakes Page & Town Council Page) with countdown 'themed' posts leading up to the Wakes. It will also be included in a paid advert in the Lichfield and Burntwood Independent Newspaper and also included on the Town Council's e-newsletter.

With regard to an A-board GW confirmed that he had one which we could borrow for the markets so that we could advertise the Wakes Festival.

PT felt that we needed a physical presence i.e. vampire boards around the town and banners. It was **agreed** that JM and KH would look at the banners which we already had from previous years and order where appropriate (price to be confirmed) and DE stated that she would check permissible size of signs with LDC.

Date of Next Meeting

This will be arranged following the site meeting.

Play in the Parks 2025

Dates & Locations Booked:

Monday 28 July – Chase Terrace Park (in partnership with St John's Community Church)
 Wednesday 30 July – Redwood Park
 Monday 04 August – Burntwood Leisure Centre
 Wednesday 06 August – St Anne's Church (in partnership with St Anne's Church)
 Monday 11 August – Burntwood Park
 Wednesday 13 August – Spark
 Monday 18 August – St Matthews Cricket Ground

Items Booked Already:

Organisation	Items
Festival Glitter & Henna	Face Glitter
Lichfield District Council	Soft archery and pick up and play equipment
Pat Collins Funfair	Funfair rides
Café Fika	Packed Lunches
Fun Club Hub	06.08.2025
Burntwood Be A Friend	06.08.2025
The Best Fun	Inflatables

Emails Sent & Quotes Obtained:

Organisation	Items
Seventeen43 Limited	Event Management
Morrisons	03.03.2025 Awaiting confirmation on whether they will be receiving funding to help with holiday hunger
Bromford Flagship Limited	30.01.2025 Awaiting budget confirmation
Busy Bees	12.03.2025 Awaiting response

Sponsorship

Name
Noel Sweeney Foundation - Food
Blakemore Foundation (Spar, Burntwood) – Soft Drinks Voucher

Christmas Events 2025

Dates & Locations:

Monday 24 November – 6pm to 7pm – Corner of Bells Lane/Longfellow Road
 Saturday 29 November – 4pm to 7pm – Sankey's Corner

Items Booked Already:

Organisation	Items
Burntwood Rotary	Santa (for both events)
Roadtech Cutting Services Limited	Road Closure
J&B Medical and Security Services Limited	First Aid
Burntwood Library	Xmas Fayre 4-6pm
Fun Club Hub	Teen Tent with activities

Enquiries made & Quotations requested:

Organisation	Items
Bromford Flagship Limited	30.01.2025 Awaiting budget confirmation

Burntwood Town Council

Community and Partnerships Committee

Wednesday 7th May 2025

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. The Burntwood Lions receive an annual payment from Burntwood Town Council to purchase goods.

The Lions annual payment of £4,000 to cover the period April 2024 – March 2025 was received in April 2024 and they have submitted quarterly reports which have been review by this committee throughout the financial year.

The Lions have seen an increase in the demand for the service, and with costs also increasing to purchase goods the funding was spent by the end of quarter three.

3. Conclusion

The Burntwood Lions have provided goods for 16 residents between April 2024 – March 2025 using Burntwood Town Council's funding, and additional residents using their own funding or funding donated from other sources.

In order to reach more families and continue to provide the scheme throughout the year, the Lions have worked with the Community Development and Engagement Officer to seek additional funding for this service which they have been successful in gaining, and they will receive an additional £5,000 from an external funder for the 2025/26 financial year.

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

Community and Partnerships Committee

Wednesday 7th May 2025

Commissioning Programme update

1. Purpose of Report

The purpose of this report is to update Members on the progress made by St Anne's Church and Burntwood Be A Friend's joint project which is in receipt of funding from Burntwood Town Council's 3-year commissioning programme.

2. Background

In February 2023 it was agreed by Members to change Burntwood Town Council's existing larger grants of one-off payments of up to £5,000 to a commissioning model, providing £15,000 over three years for projects delivering outcomes related to specific priorities.

Following a public consultation, two priority areas were selected, adult mental health and wellbeing and youth services (11 – 18yrs). Applications were received and along with two other projects, St Anne's Church and Burntwood Be A Friend's joint project, Wellbeing Works was selected by Members.

As this project has now been running for 6 months, Burntwood Town Council requested the completion of a report (Appendix A) based on the objectives the project had set themselves to deliver.

3. Project Update Summary

Wellbeing Works has employed two Facilitators to lead both wellbeing walks and run the welcome space sessions twice a week for men and women. Participant numbers on both walks have risen and the project sees participants returning week on week demonstrating a need for this activity.

Wellbeing Works has developed links with local businesses to enhance the offering on their weekly walks, and they have begun to reach out to other organisations to offer an alternative activity such as self-defence sessions which they are in the early stages of exploring.

Burntwood Be A Friend have expanded their wellbeing provision to include a counselling service, and are advertising all their opportunities widely using printed posters and flyers as well as increasing their social media advertising.

Wellbeing Works also provided a case study about a participant who had accessed their project with a view to developing skills and confidence to enter the workplace which was achieved with the project's support.

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

Commissioning Outcomes Feedback, 1st October 2024 – 31st March 2025

Organisation name	Burntwood Be A Friend and St Annes Church Chasetown
Project name	Wellbeing Works
Name and position within the organisation	Richard Westwood, Chair of Trustees and Team Vicar Daniella Parker, Charity Manager
Contact details	
Start date of project and reporting period	01/10/2024, October 2024 – March 2025
Have there been any significant changes in your organisation since the grant was agreed?	No

For each of your project outcomes please, briefly, answer the following questions and where relevant please include figures. We understand that the project outcomes relate to the whole 3-year project, so if you expect this outcome to be delivered at a later stage, please note this in your response. Please limit each response to 50 words.

Outcome 1: Recruit and employ Wellbeing Facilitators for two wellbeing walks, and for the Welcome Space on Mondays and Thursdays.	
What have you achieved within this reporting period?	We have been able to employ 2 members of staff to fill the hours as required.
What has been successful and what hasn't gone as planned?	Everything has gone well.
How has this benefitted the community?	People have gotten used to seeing the same face leading the group every week. This makes all attendees feel more secure and confident in the service.

Outcome 2: Set up a new Monday 'Welcome Space' to follow on from the Monday Wellbeing Walk.	
What have you achieved within this reporting period?	A new welcome space for men as been opened which follows on the from the men's walk. This is set up

	and ran by our Men's Walk leader, Adam. The refreshments are being provided by the Community Store.
What has been successful and what hasn't gone as planned?	Everything has gone well.
How has this benefitted the community?	The men know feel like they have the same facilities in place for them as there are for the ladies on a Thursday. It gives them a place to talk openly and comfortably.

Outcome 3:

Record and monitor participant numbers and diversity.

What have you achieved within this reporting period?	We have recorded that the numbers of participants on both Walks have risen and not only that but that the same people are attending on a weekly basis. The walks include people from very different backgrounds and abilities.
What has been successful and what hasn't gone as planned?	A couple of the walks have had to be called off due to safety fears when we have faced extreme weather. However, the welcome spaces have still gone ahead for people to attend if they wanted.
How has this benefitted the community?	It has shown us that there is a genuine need for these walks. The word is starting to spread and new people are joining us.

Outcome 4:

Information about the model of the Wellbeing Works Project will be made available to other Welcome Space providers in Burntwood.

What have you achieved within this reporting period?	Nobody has yet been forthcoming in asking for the information, but it is there if they require it.
What has been successful and what hasn't gone as planned?	Nobody has requested any information.
How has this benefitted the community?	N/A

Outcome 5:

Feasibility study completed to see whether the model of the Wellbeing Works Project can be helpfully replicated elsewhere in Burntwood.

What have you achieved within this reporting period?	We have found out that there is an interest for a similar walk in the Chase terrace area.
What has been successful and what hasn't gone as planned?	We are not able to facilitate this ourselves at the moment.

How has this benefitted the community?	N/A
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Outcome 6:

Develop partnership with other Wellbeing Agencies and explore the broadening of the Wellbeing Works Project to incorporate other Wellbeing activities which can be made available to local people at zero or low cost.

What have you achieved within this reporting period?	We are utilising local businesses around the Chasewater area to get discounted breakfasts for the walkers and free tours of local businesses which are then incorporated into our walks. We were in talks with MAMA about some free self-defence classes for the ladies instead of the walks one of the weeks.
What has been successful and what hasn't gone as planned?	Everything is a bit slower to get off the ground than anticipated.
How has this benefitted the community?	It varies what is happening each week and keeps things fresh for the people attending.

Outcome 7:

Obtain funding for beyond year 3 of the Wellbeing Works Project so that it is not dependent upon BTC funding, putting the project onto a more stable and sustainable footing and embedding it into the work of Burntwood Be A Friend and St Anne's Church.

What have you achieved within this reporting period?	BBAF have been able to expand their wellbeing sector therefore making it more appealing to any future funders.
What has been successful and what hasn't gone as planned?	The wellbeing sector of BBAF has been able to expand enough to add a counselling service which is being used by not only BBAF participants and welcome space users but also the wider community.
How has this benefitted the community?	The collaboration between St Annes and BBAF has been apparent. The welcome space users now utilise the BBAF facilities and signposting service.

Outcome 8:

Publicise the project using information leaflets delivered to community locations around Burntwood and utilise social media posts advertising the project on a regular basis.

What have you achieved within this reporting period?	We have redesigned all off our posters and leaflets, strategically placing them across Burntwood. Our wellbeing side is getting much more exposure on Facebook and Instagram now too.
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What has been successful and what hasn't gone as planned?	The added exposure has meant an increase in attendees.
How has this benefitted the community?	More people get to learn of the activities going on in Chasetown in particular.

Please provide a short case study linking to one or more of the above outcomes that demonstrates the impact your project is having on the local community:

Case study supplied and available on request from the Community Development and Engagement Officer due to confidentiality.

Please complete and return this document by Monday 14th April 2024 to kat.horner@burntwood-tc.gov.uk.

Signature	D.Parker
Date	11/04/2025