



The Old Mining College Centre
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Our Ref: SL/JM

30 April 2026

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, Kube, Tranter, Willis-Croft and Wittstock

Dear Committee Member

COMMUNITY AND PARTNERSHIPS COMMITTEE

You are invited to attend a meeting of the Community and Partnerships Committee in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** on **Thursday 07 May 2026 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 09 March 2026 (Minute Nos. 43-54) (**ENCLOSURE NO. 1**)

4. 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.

5. BETTER BURNTWOOD FUND

To consider applications received from:

- i. Star Parenting CIC - Resubmission (**ENCLOSURE NO. 2A**)
- ii. MHA Communities South Staffs (**ENCLOSURE NO. 2B**)

6. INFORMAL UPDATE ON THE BURNTWOOD WAKES FESTIVAL 2026

Members to receive and note the Summary of the Burntwood Wakes Festival Organising Group Meetings held on 23 March 2026 (**ENCLOSURE NO. 3**).

7. INFORMAL UPDATE ON THE PLAY IN THE PARKS EVENTS 2026

Members to receive an update on the Play in the Parks Events 2026 (**ENCLOSURE NO. 4**)

8. INFORMAL UPDATE ON THE CHRISTMAS EVENTS 2026

Members to receive an update on the Christmas Events 2026 (**ENCLOSURE NO. 5**)

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting but are not already on the agenda. So that the Members of the meeting can be properly briefed in order to enable them to provide considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chair of the meeting has the right to reject any representations that he/she considers not to be appropriate for the particular meeting.

You will also now have the opportunity to discuss specific items on the agenda as the Chair now has the discretion to allow you to speak where you have a legitimate interest in the item. Again, you will need to give three working days' notice of your wish to speak. Where more than one person wishes to speak on a particular application the Chair may decide to limit the number of speakers or ask for a spokesperson to be appointed.

Generally, in respect of both speaking in the public forum and to specific agenda items you will have up to 3 minutes and can raise more than one issue. However, the Chair has the option to extend the time allowed to you if they think it is appropriate.

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 09 MARCH 2026 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)
Councillors Gittings, Kirkham, Kube, P Taylor, Tranter, Willis-Croft and Wittstock

In attendance

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

PUBLIC FORUM

No members of the public were present.

- 43. APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor Coe MBE, Councillor D Ennis, and Councillor R Ennis,

44. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Evans declared an interest in Agenda Item 5 ii – Better Burntwood Fund - South East Staffordshire Citizens Advice Bureau as she is a Trustee and took no part in the discussion and decision thereon.

Councillor P Taylor declared an interest in Agenda Item 7 – Informal Update on the Play in the Parks Events 2026 as he is Chair of Trustees of Burntwood Memorial Association.

45. MINUTES

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

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 19 January 2026 (Minute Nos. 32-42) be approved as a correct record.

46. COMMUNITY ENGAGEMENT

The Community Development and Engagement Officer explained that she together with Councillor Evans had met with the Burntwood Lions to discuss the White Goods Scheme and their progress this year. The Lions continue to support families in Burntwood and have been able to provide even more support this year after receiving an additional grant, as well as the grant from Burntwood Town Council. The

Community Development and Engagement Officer said that she will continue to support them with seeking additional funding for this financial year.

The Community Development and Engagement Officer stated that she together with the Town Clerk had met with Andy Mould, the Chair of Chasewater Railway, who showed them around the site and talked about their aspirations for future development.

The Community Development and Engagement Officer stated that Dementia Friendly Burntwood are holding their next meeting on Wednesday 11 March, 2pm at the Old Mining College Centre. Councillor Kirkham asked if this meeting was accessible virtually. The Community Development and Engagement Officer said that she would find out. The Community Development and Engagement Officer stated that she had met with Helena Haddock from Home Instead Cannock and Burntwood who will be supporting the Dementia Friendly Burntwood group, and it is hoped there will be another Memory Walk this year to support their efforts to raise the impact of dementia across the town.

Referring to Minute No. 36c – Better Burntwood Fund (19 January 2026 refer), the Community Development and Engagement Officer confirmed that the Revive's Festival of Wellbeing is going ahead on Sunday 22 March from 12 – 4pm at Fulfen Primary School. Tickets are available to book for free, and the day will consist of over 20 local wellbeing practitioners and organisations including therapists, relaxation, and pampering specialists, breathwork coaches, nutritionists, and community support services. All funds raised will support Fulfen Primary School and Revive CIC ongoing community wellbeing initiatives.

Referring to Minute No. 15 (22 September 2025 - Policy and Resources Committee refers), Councillor Evans mentioned the creation of a series of videos to promote the work of the Council. The Community Development and Engagement Officer confirmed that inLIFE Design Limited have started to produce a series of short-form, high-quality videos for use across the Council's social media platforms and other communication channels.

Councillor P Taylor informed Members that he is a co-host on Thursday mornings on Lichfield Radio. (Lichfield Radio is a new voice for Lichfield, Burntwood and surrounding villages. It was launched 19 January 2026). Councillor P Taylor explained that Lichfield Radio could help to promote what's happening in Burntwood and information regarding to the radio could be found at <https://lichfieldradio.org>.

47. BETTER BURNTWOOD FUND

Referring to Minute No. 36b – Star Parenting CIC and 36d – LifeSpring Church (19 January 2026 refers), Members asked why these applications had not been included on the agenda for this meeting. It was noted that the previous resolution had placed the applications in abeyance pending receipt of further information. As no additional information had been submitted for consideration prior to the agenda deadline, the items had not been included on the agenda. Members noted the update.

Members referred to each of the applications received in depth.

47a. Chasetown Football Club – Mental Health Football Project

Referring to Minute No. 24f – Better Burntwood Fund (10 November 2025 refers), the Deputy Clerk reminded Members that the previous grant awarded to Chasetown Football Club was for a Care & Compassion Project and Chasetown Football Club are not prohibited from applying again for funding as this was for another project.

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

RESOLVED That Chasetown Football Club be awarded £500 towards the Mental Health Football Project.

(Having declared an interest as a Trustee, Councillor Evans took no part in the proceedings thereon and vacated the Chair. Councillor P Taylor in the Chair)

47b. South East Staffordshire Citizens Advice Bureau (CASES)

The Deputy Clerk explained to Members that CASES would be attending the Play in the Parks events again in 2026. Councillor P Taylor stated that the gazebo would help CASES to support members of the public from different locations in Burntwood.

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

RESOLVED That South East Staffordshire Citizens Advice Bureau be awarded £500 towards the purchase of a gazebo and weights.

**(Following the resolution, Councillor P Taylor vacated the Chair.
Councillor Evans in the Chair)**

47c. Chase Terrace Academy

The Deputy Clerk referred to the Guidance Notes and Conditions of Funding and in particular no. 11 - Education, health, or social services establishments for whom the Central Government, Health Authority, District or County Council are the appropriate funder will not be grant aided. Councillor Evans explained that the Council cannot fund a GCSE school's curriculum.

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

RESOLVED That a grant of £500 be refused as the school is not eligible for funding under the Guidance Notes and Conditions of Funding.

47d. Kate Dawes

Referring to the Guidance Notes and Conditions of Funding and in particular no. 6 – Applications will not be considered from individuals, the Deputy Clerk explained that the applicant had confirmed in an email to her that she is not an organisation and that she is a Staffordshire resident, therefore she has no relevant bank statement or a constitution.

Councillor P Taylor suggested that the Community Development and Engagement Officer may wish to contact the applicant to discuss becoming a Community Interest Company (CIC) and the applicant could be directed to the Creative Burntwood Project.

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

RESOLVED That a grant of £500 be refused as the applicant is not eligible for funding under the Guidance Notes and Conditions of Funding.

47e. Chasewater Light Railway and Museum Company

Councillor P Taylor explained that the funding is being sought to help increase the number of school visits to the railway and museum as they have seen a decline in the attendance of schools, principally due to the cost of transport to the railway.

As Chasewater Country Park borders Norton Canes, the Deputy Clerk explained that another source of funding may be Norton Canes Parish Council as each year that Parish Council considers nominations from local groups for funding to help sustain and support their work.

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

RESOLVED That Chasewater Light Railway and Museum Company be awarded £500 towards the subsidy of educational programme costs. Members stipulated that the grant is only to be spent on school visits from schools based in the parish of Burntwood.

48. INFORMAL UPDATE ON THE BURNTWOOD WAKES FESTIVAL 2026

Referring to the summary of the Burntwood Wakes Festival Organising Group meetings held on 22 January 2026 and 26 February 2026, Councillor Evans asked if Members had any questions. The content of the summaries were received and noted. The Deputy Clerk confirmed that the next meeting of the Organising Group would be Monday 23 March 2026. Councillor Evans explained that sponsors were still needed for the Wakes Festival and if any Member knew of anyone that would be interested in sponsoring the event could they please pass on the details to the Deputy Clerk.

49. INFORMAL UPDATE ON THE PLAY IN THE PARKS EVENTS 2026

Referring to the informal update relating to the Play in the Parks events for 2026, Councillor Evans asked if Members had any questions.

Referring to Minute No. 39 (19 January 2026 refers), Councillor Tranter referred in particular to the previous discussion regarding the pitch at the Memorial Hall being suitable for a Play in the Parks event on Monday 17 August 2026. As Chair of the Trustees of Burntwood Memorial Association Councillor P Taylor confirmed that the Deputy Clerk had visited the space on Friday 30 January 2026 and had confirmed that the pitch/space would be suitable. He confirmed that he was currently in talks with the other Trustees however they had suggested a fee of £40 (for additional cleaning). This to be confirmed by Councillor P Taylor by end of March 2026.

RESOLVED That in the event that a fee of £40 is payment for the Play in the Parks event on Monday 17 August 2026 then the Chair of this Committee be authorised to authorise be payment in consultation with the Deputy Clerk.

50. INFORMAL UPDATE ON THE CHRISTMAS EVENTS 2026

Referring to the informal update relating to the Christmas Events in 2026, Councillor Evans asked if Members had any questions.

The Deputy Clerk explained that the president of Burntwood Rotary had approached Councillor D Ennis regarding the Christmas Tree at Swan Island. She stated that Burntwood Rotary were keen to follow a similar approach to Chasetown, where the Town Council provide a contribution equivalent to what the Council would normally spend and Burntwood Rotary would then organise and deliver the tree themselves. She confirmed that an email had been sent to the president of Burntwood Rotary on 24 February 2026, however, a response was yet to be received. The Deputy Clerk confirmed that the donation would be £500.

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

RESOLVED That in the event that Burntwood Rotary wish to follow a similar approach to Chasetown then the Chair of this Committee be authorised to authorise be payment of £500 in consultation with the Deputy Clerk (Cost Centre 203, Nominal Code 4260).

51. COMMISSIONING PROGRAMME UPDATE

By way of background information, the Community Development and Engagement Officer explained that the purpose of this report was to update Members on the progress made by three projects in receipt of funding from Burntwood Town Council's 3-year commissioning programme. She explained that 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 identified, adult mental health and wellbeing and youth services (11 – 18yrs). Applications were received, and projects delivered by Burton and District Mind, Burntwood Be a Friend and St Anne's Church (joint project), and Platinum Boxing were selected by Members.

The Community Development and Engagement Officer confirmed that all projects are required to return reports every 6 months to update Members on progress based on the objectives each organisation had set themselves to deliver.

The Community Development and Engagement Officer pointed out that Burton and District Mind and Platinum Boxing had begun their projects in April 2024 and have submitted their second annual report. However, she pointed out that Burntwood Be A Friend and St Anne's Church begun their project in October 2024 so they have provided their six monthly report.

Burton and District Mind

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

RESOLVED That the contents of the report be noted and the final payment be approved.

Platinum Boxing

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

RESOLVED That the contents of the report be noted and the final payment be approved (to be paid in quarterly payments).

Burntwood Be A Friend and St Anne's Church

RESOLVED That the contents of the report be noted.

52. BURNTWOOD LIONS WHITE GOODS SCHEME ANNUAL UPDATE

Councillor Evans explained that she together with the Community Development and Engagement Officer had met with the Burntwood Lions to discuss the White Goods Scheme and their progress this year. She explained that the white goods were sourced locally (Hathaway Domestic Appliances).

Referring to the referral source, Councillor Wittstock asked if Bromford were the only Housing Association in Burntwood. Councillor Evans confirmed that they were not. Councillor Tranter thought that Bromford could themselves provide support to residents experiencing financial hardship. Councillor Wittstock confirmed that Walsall Council provide funding through the Household Support Fund scheme funded by Government.

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

RESOLVED That £4,326 be approved for payment in April 2026 for the White Goods Scheme. As previously agreed, the increase in payment falls in line with the Town Council's precept.

53. 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.

54. FEEDBACK FROM THE 2025 RECIPIENTS OF THE BURNTWOOD TOWN COUNCIL STUDENT AWARD IN MEMORY OF STEPHEN SUTTON MBE

Members noted the content of the feedback form.

(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	Star Parenting CIC
Address	
Email	starparentingcic@gmail.com
Main telephone No.	

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

Star Parenting helps families in the community by providing evidence-based courses and workshops to improve parenting, to improve mental health, to promote bonding between families and to support families knowledge and understanding of child development in the early years. All courses and workshops offered lead to better outcomes for babies and young children. Courses and workshops are free or heavily subsidised at the point of delivery to enable families in need to access them. We cover topics such as antenatal education, infant feeding, starting solid foods, toddler play and sleep.

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 received £2000 from the Noel Sweeney foundation **for equipment relating to other courses that we are hoping to offer (this is not related to the course on weaning).**

They have submitted a larger grant to Awards for All which would enable them to deliver a range of different themed courses. The outcome is due in March/April time. The courses they are looking at delivering from this grant if successful are different to what is offered at Spark so would enhance local provision rather than duplicate it. They are looking at the grant from BTC and the course that it would fund as a sort of pilot towards that larger grant application.

Describe your project and the support you require:

We are requesting support for our Starting Solids Workshop. We have recently had many enquiries from parents unsure or anxious about the early stages of weaning their babies onto solid foods.

Our Starting Solids workshop was developed by a company called Chilled Mama and one of our practitioners has attended training on running the course. She is also trained and experienced in delivering courses and workshops to parents.

The workshop covers

- Signs your baby is ready for weaning
- Foods to give and foods to avoid
- How to present food to your baby
- Baby-led and puree methods
- Choking and gagging
- Balancing food and milk

It is evidence-based and is designed to inform parents and support them to make their own decisions around feeding their babies. It is delivered in a relaxed, non-judgemental atmosphere and is easy for parents with all abilities to access.

Star Parenting CIC will use Spark Burntwood as a venue. The workshop is 3.5 hours long and includes take home handouts and food samples to demonstrate the different aspects of weaning.

Each participant will receive a gift bag at the end of the workshop including items relevant to the topic, for example bibs, plates, and spoons, with the aim of enabling the parents to find the best routes for their families.

Additional sheet attached ☐

Funding breakdown and total amount requested:

Item	Amount
Staff wages	£280 (2 practitioners, £20p/h x 7 hours)
Gift Packs	£80 (£10 each for 8 families)
Handouts and consumables	£25
	Total: £385

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

The people who will benefit the most from attending the workshops based on starting solids will be parents with babies 4-12 months old and the babies themselves.

Additional Information

- Is this information offered by anyone else? The -19 NHS service do offer a course on weaning but it's over Teams and not face to face. They felt that enabling parents and babies to meet together in person is much more impactful because their course includes demonstrations, they give the babies the chance to try new foods while at the session and being with other parents and seeing other babies eating can help build parental confidence and open up conversations that wouldn't be achieved over Teams. New parents get their information from social media platforms like TikTok and Instagram. This information is not always evidence based and can often be wrong. Providing a face to face course enables them to challenge potentially unsafe misinformation without being authoritative.
- The gift bags include equipment like appropriate plates and cutlery that they demonstrate in the session and taking these away after the session can encourage parents to continue at home with what they learnt on the course.
- In terms of how they identify clients that would most benefit from the course, they would prefer not to put any limitations on who could attend based on income. They don't feel only allowing families in receipt of UC (for example) would be the right approach as there are many families now who don't qualify for financial support but are still struggling financially.
- Their courses are evidence based; Ms Davies is qualified to deliver them via NCT training courses.
- They adapt the session to cater for different dietary requirements or allergies making sure the sessions are inclusive.
- On sustainability, they have submitted a larger grant to Awards for All which would enable them to deliver a range of different themed courses. The outcome is due in March/April time. The courses they're looking at delivering from this grant if successful are different to what's offered at Spark so would enhance local provision rather than duplicate it. They are looking at the grant from BTC and the course that it would fund as a sort of pilot towards that larger grant application.

☐ 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:	H. Davies	Date	08.12.2025
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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	MHA Communities South Staffs
Address	The Old Mining College Queen Street Burntwood WS7 4QH
Email	sarah.heath@mha.org.uk
Main telephone No.	

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

MHA Communities South Staffs provide a wide range of services to support older people to live independently in their own home for as long as possible. Regardless of their ability, disability, creed, colour or ethnic origins. Through our service we try to address issues of social isolation and promote good health and wellbeing enabling older people to live later life well. We currently support over 550 members who live within the parish and provide a vital lifeline to frailest in our community. We are supported by over 118 volunteers many of whom have been with us for many years and are very committed.

We offer a wide array of activities to meet the needs and aspirations of older people. We actively support the use of community buildings and local churches to hold our groups and activities. We seek Volunteers from within the Burntwood area to support our work. We have strong relationships with local schools and have an intergenerational project through Erasmus Darwin Academy. We provide placements for schools, colleges and universities. Whenever possible we use local suppliers including a local catering firm.

Type of organisation:

☐ Informal group

Yes : Registered Charity. Registered Charity
Number __1083995_____

☐ 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?:

£2000 from Staffordshire Together for Carers for a carers group

Describe your project and the support you require:

Newsletter Production and Distribution x 3 over a 12 month period.

We produce a 4 monthly newsletter that includes the following :

Details of our current services including day, time, cost.

Details of our trips and mini trips.

A seasonal recipe.

Details of any fundraising events.

Photos of members enjoying our trips/services.

Detail of other support available in the area

A brainteaser.

Contact details of the scheme and staff members.

A newsletter can be an incredibly valuable tool for a local charity, helping to strengthen connections with supporters and expand its reach within the community. By providing regular updates on services, success stories, and upcoming events, a newsletter keeps donors, volunteers, and beneficiaries engaged and informed. It builds trust and transparency by showing how contributions are making a real difference, which can encourage continued and increased support. Additionally, newsletters offer a low-cost way to promote fundraising campaigns, recruit volunteers, and raise awareness about important causes. Over time, this consistent communication helps create a loyal community around the charity, turning occasional supporters into long-term advocates.

Additional sheet attached ☐

Funding breakdown and total amount requested:

Item	Amount
Printing of newsletters	£390
Stamps for distribution	£110
	Total:£500

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

The project beneficiaries are the members of MHA in Burntwood and surrounding villages.

Our Newsletter can be surprisingly powerful for local residents—they're one of the simplest ways to stay connected to what's happening right around you.

Our newsletter brings that information directly to residents instead of relying on them to go searching for it.

It reduces information gaps. Not everyone uses social media or checks official websites regularly, so a newsletter—especially if it's delivered by email or post—helps ensure more people stay in the loop.

In short, newsletters act like a local “glue”: they inform, connect, and give residents a clearer sense of what's happening in their own area.

Yes : A recent statement of accounts is attached.

Yes : A copy of our constitution is attached.

Yes : 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.

Yes : If successful we agree to acknowledging Burntwood Town Council in any publicity relating to the activity for which the funding has been given.

Yes : 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	Sarah Heath
Date	24.04.2026

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

SUMMARY OF BURNTWOOD WAKES FESTIVAL ORGANISING GROUP MEETING

23 MARCH 2026

PRESENT

Jayne Minor (JM) (BTC Deputy Clerk)
Kat Horner (KH) (BTC Community Development and Engagement Officer)
Councillor Paul Taylor (PT) (from 1.20 pm)
Gary Williams (GW) (Seventeen43 Limited)
Councillor Darren Ennis (DEN)
Councillor Di Evans (DE)
Steve Lightfoot (SL) (BTC Town Clerk)

Apologies

Darren Ruston (DR) (TNT Presents)
Aimee Hawkins (AH) (Events Officer, LDC)
Denise Orton-Brown (DOB) (Creative Burntwood Project Manager – Lichfield Garrick Theatre & Studio)
Nicole Vanacore (NV) (Event & Communications Manager, LDC)

Review actions from the notes of the previous meeting held on 26 February 2026

Referring to the previous meeting, JM confirmed 23 spaces had currently been allocated in the hall. DEN raised concerns as he thought that was a lot for the hall to accommodate and asked how many spaces had been allocated for the event in 2025. JM explained that in previous Wakes Festival Organising Group Meetings, PT had stated that he felt that the hall had looked sparse in 2025 and it had been agreed that more community/charity groups needed to be encouraged to attend and that the dinosaur workshop, previously located in the middle of the hall, would be located outside in a gazebo. JM confirmed that there had been 20 spaces allocated in 2025. It was **agreed** that 25 spaces would be the benchmark for the event in 2026.

Stage and Arena Acts

Referring to the previous meeting, JM stated that she was still to receive confirmation regarding all of the stage and arena acts, time slots etc from DR and PT. PT confirmed that the Gorstey Lea Band had been booked and that the Burntwood Youth Theatre may also be interested in performing. PT confirmed that the Great Barr Brass Band had requested a fee of £150. JM confirmed that she would need all of the contact details for the stage and arena acts together with the Host so that invoices could be raised. Unless the contract had been signed and received and the 50% deposit paid to the Host, DEN stated that in this case he would take the opinion that the Host was not booked.

DEN raised concerns regarding the Town Council's vision going forward which had originally included outside bodies (e.g. community groups, charity groups and private businesses) being involved in organising the Wakes Festival as this had not materialised into a "community run event". A comparison was made to the Lichfield Bower and the number of volunteers involved in that event.

SL felt that perhaps we were not clear enough on the remit of what we were expecting from the outside bodies and he felt that whoever held the insurance needed to have significant control of the event.

AGENDA ITEM 6 – ENCLOSURE NO. 3

Arising from the comments made so far, DEN confirmed that it was imperative that all communications go through one key person, which in this case is JM.

Referring to the market stalls, DEN asked how proactive Bescot Promotions had been and JM confirmed that 11 stalls had been booked (*as of 23.03.26 this had been increased to 15*).

With regard to the expression of interest event application, GW confirmed that he needed to submit an Event Management Plan no later than three months prior to the event. It was **agreed** that JM would forward a site plan to GW (*sent on 23.03.26 following the meeting*).

Sponsorship

DEN confirmed that he together with SL were currently in talks with a private business who could perhaps be one of the main sponsors. JM confirmed that SL was yet to receive the new sponsorship process for Lichfield District Council.

Referring to the previous meeting, and in particular advertising on barriers and in the brochure, KH confirmed that she had emailed businesses of which some had shown an interest. GW explained that more affordable options may be the best way forward (joint sponsors).

JM confirmed that SL had attended Lichfield Radio on Thursday 19 March to promote the Wakes and all other events/news items associated with the Town Council.

GW stated that following the Revive Festival of Wellbeing held on Sunday 22 March, he would speak to Susan Jackson and perhaps this could be aimed at children e.g. yoga. It was **agreed** that JM would contact MAMA to see if they wanted to be involved in the Wakes this year.

Date of Next Meeting

It was **agreed** that following this meeting, DEN would liaise with DE and PT regarding the best way forward as DEN felt that in the current format the decisions could have been made at Community and Partnerships Committee meetings.



Play in the Parks 2026

Dates & Locations:

Monday 27 July – Chase Terrace Park (in partnership with St John's Community Church)
 Wednesday 29 July – Springhill Academy (in partnership with Spark)
 Monday 03 August – Burntwood Park (in partnership with Chasetown Football Club)
 Wednesday 05 August – St Annes (in partnership with St Anne's Church, Spark & Fun Club)
 Monday 10 August – Burntwood Leisure Centre (in partnership with Lichfield Garrick – Creative Burntwood Project)
 Wednesday 12 August – Redwood Park
 Monday 17 August – Rear of Burntwood Memorial Hall

Items Booked Already:

Organisation	Items
Chasetown Football Club	03.08.26 – Football Stations
Lichfield Garrick	10.08.26 – Giant Puppets Workshop & Parade
Face Glitter	All Events
Fun Fair Rides	29.07.26; 05.08.26 & 12.08.26
Inflatables	All Events
Packed Lunches	29.07.26; 05.08.26 & 10.08.26
CASES	All Events
Active Lichfield	All Events
Burntwood Library	12.08.26
Soroptimists	All Events – Friendship Bracelets etc

Emails Sent & Quotes Obtained:

Organisation	Items
Wishing Well	07.04.26 - Form submitted for packed lunches for 03 August – Burntwood Park
Morrisons Burntwood	08.04.26 – Email sent for voucher towards bottled water/fruit shoots & pieces of fruit
Central Co-op Chasetown	08.04.26 – Email sent for voucher towards bottled water/fruit shoots & pieces of fruit
Co-op Morley Road	08.04.26 – Email sent to voucher towards bottled water/fruit shoots & pieces of fruit

Sponsorship/Funding

Name
Noel Sweeney Foundation (earmarked for packed lunches)
Tesco Stronger Starts – In Store Vote (Voting is open from mid-January 2026 until 31st March 2026 – extended to 26 April 2026)
Blakemore Foundation – £150 Voucher received



Christmas Events 2026

Dates & Locations:

Monday 23 November – 6pm to 7pm – Corner of Bells Lane/Longfellow Road
Saturday 28 November – 4pm to 7pm – Sankey's Corner

Items Booked Already:

[illegible]

Enquiries made & Quotations requested:

Organisation	Items