

Burton upon Trent Town Deal Board Minutes

Thursday 16th November 2023

Board Members Present

John McKiernan	Vice Chairman
Dennis Fletcher	Parish Council Representative
Mick Clifford	Burton Civic Society
Cllr Conor Wileman	Staffordshire CC
Harry White	Brewery Heritage
Cllr M T Fitzpatrick	East Staffordshire BC
Cllr R Hawkins	East Staffordshire BC
Cllr P Walker	East Staffordshire BC
Cllr A Clarke (via Zoom)	East Staffordshire BC
Ross Playle (via Zoom)	(on behalf of the MP)
Shaid Hussain (via Zoom)	Business and Community Representative

In Attendance

Andy O'Brien	East Staffordshire BC
Thomas Deery	East Staffordshire CC
James Abbott	East Staffordshire BC
Wayne Mortiboys	Staffordshire CC
Andrea Davies	East Staffordshire BC

Apologies

Kate Kniveton MP	Member of Parliament
Cllr A Afsar	Staffordshire CC

Agenda Item No.	Subject	Decision / Discussion / Recommendation	Action Points	Date Action Required
1	Welcome and Apologies	The Vice-Chairman welcomed the Board to the meeting and noted that apologies for absence had been received from Kate Kniveton MP and County Councillor A Afsar.		
2	Declarations of Interest	There were no declarations of interest at the commencement of the meeting.		
3	Minutes of 24 th March 2023 Town Deal Board meeting and Matters Arising	The minutes of the previous meeting were agreed and approved as a correct record.		
4	Board Membership Update	Membership changes post-local Elections - The Board noted there had been some changes to the board membership since the local elections held in May. Namely Councillors G Allen and Mrs B Ashcroft had been replaced by		

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		<p>Councillors M Fitzpatrick; R Hawkins and P Walker. Councillor A Clarke remained a member of the board. In addition Nik Hardy had stood down from the board and there had been a change of County Council representation; Councillor A Afsar had replaced Councillor P White.</p> <p>The newly appointed Board members were reminded to complete and return their register of interest forms, if they had not already done so.</p> <p>Town Deal Board Chair resignation -</p> <p>It was noted that the Chairman (Ben Robinson) had submitted his resignation from the Board. The current Vice Chairman would continue to chair meetings of the Town Deal Board in the interim until a new Chairman had been appointed.</p> <p>The Vice Chairman proposed a Vote of thanks to the former chairman, which was duly seconded and agreed unanimously.</p> <p>The Council would issue a Press Release shortly offering thanks to the former Chairman for all his hard work.</p>		
5	Town Deal Board Chair Recruitment Process	<p>A briefing note on the Burton Upon Trent Town Deal Board Chair Recruitment and the Town Deal Board Terms of Reference had been circulated at the meeting.</p> <p>TD advised that he had sought advice from Government and other organisations with regards to defining the recruitment process for the Chairman and that the briefing note also included updated terms of reference (TOR), which reflected the current phase the Board was now in. The TOR would be updated again in April 2024. The recruitment process would be an open and competitive process and a sub group consisting of Town Deal Board members would be responsible for shortlisting and interviewing candidates. The Sub Group would consist of:</p> <ol style="list-style-type: none"> 1. The Vice Chairman of the Town Deal Board; 2. The Secretary of the Town Deal Board 3. The Leader of the Council 4. The Cabinet Member for Regeneration and Development; 5. Another member of the Town Deal Board. 		

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		<p>The following nominations were received to serve as the fifth member of the sub Group: Councillor Conor Wileman; Mick Clifford; Parish Councillor Dennis Fletcher. Following a vote on each of the nominations, the Vice-Chairman confirmed that Parish Councillor Dennis Fletcher would be appointed to the Sub Group.</p> <p>It was intended that the shortlisting would take place in February 2024, with an appointment being made in April 2024.</p>		
6	Date of Next Meetings	<p>It was agreed that the next meetings take place as follows: Friday 19th January 2024 Friday 12th April 2024 At 3pm in the Coltman VC Room at the Town Hall, Burton upon Trent</p>		
7	Any Other Business including questions on Q1 performance (as previously circulated)	<p>The Board noted the quarterly performance reports which had been circulated previously.</p> <p>Burton College project - completed; Cycling and network project – the first phase had been completed and the County Council were now on the second phase; Canal and Towpath project – no further forward with anticipated completion in 2024; High Street Regeneration project – the temporary Brewery Heritage Centre (206/207 Station Street) front of house would be open to the public shortly and arrangements would be made for Board members to visit if they wished to do so. The Washlands Enhancement Landscaping Project had been given the go ahead.</p> <p>Concerns were raised in respect of timeliness of information being circulated to Board members, it was proposed that in future non Council Board members be briefed immediately following any Council meeting as appropriate.</p>		