

Burton upon Trent Town Deal Board Minutes

Friday 16th December 2022

Board Members Present

Ben Robinson Chairman
 John McKiernan Parish Council Representative
 Mick Clifford Burton Civic Society
 Cllr Bev Ashcroft East Staffordshire BC
 Cllr Adam Clarke East Staffordshire BC
 Kate Kniveton MP Member of Parliament
 Shaïd Hussain Business and Community
 Representative
 Cty cllr Conor Wileman Staffordshire CC
 Harry White Brewery Heritage

In Attendance

Andy O'Brien East Staffordshire BC
 Thomas Deery East Staffordshire CC
 Andrea Davies East Staffordshire BC

Apologies

Cllr G Allen East Staffordshire
 Borough Council
 James Abbott East Staffordshire
 Borough Council
 Wayne Mortiboys Staffordshire County
 Council
 Cllr Philip White Staffordshire County
 Council

Agenda Item No.	Subject	Decision / Discussion / Recommendation	Action Points	Date Action Required
1	Welcome and Apologies	The Chairman welcomed the Board to the meeting and noted that apologies for absence had been received from Councillor George Allen, Wayne Mortiboys and James Abbott.		
2	Declarations of Interest	There were no declarations of interest at the commencement of the meeting.		
3	Minutes of 18 th November 2022 Town Deal Board meeting and Matters Arising	The minutes of the previous meeting were approved as a correct record.		
4	Presentation from John Rawlinson – Rawlinson Shaw	The Board received a presentation from John Rawlinson from Rawlinson Shaw Associates. It was agreed a draft governance structure with regards to the Bass House Museum project		Prior to Sept 2023

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	Associates	would be circulated to Board members prior to September 2023.		
5	Register of Interest Annual Update	It was noted that four Register of interest forms were currently outstanding, these would be chased up as a matter of urgency.	AD	ASAP
6	Towns Fund Performance Update	A copy of the Towns Fund Government Performance Return (Summary of information requested) had been circulated at the meeting. The return needed to be completed and would be returned to Government by the close of play 16 th December 2022. The Chairman had already been briefed on the information to be submitted. The government return would be carried submitted on a 6 monthly basis. The board noted the detail provided on the information requested as follows: Project admin; Programme Progress; Funding Priorities; Funding Profiles; Project Outputs; Outcomes; Risk Register; Review and sign off (required from the Council's S151 officer and the Town Deal Board Chairman).		
7	Towns Deal Board Communications Support	Further to the discussions which took place at the previous meeting, it was noted that ESBC had identified existing Towns Fund capacity funding of £10k which could be used to commission communications support on behalf of Board. This would mean that there would be externally commissioned communications support separate to the Council, ensuring independence from the Borough Council, acting on behalf of the Board. TD agreed to work with the Chairman outside of the meeting to explore this.	TD	Ongoing
8	Date of Next Meeting	The next meeting would take place on Friday 27 th January 2023 at 3.00pm		
9	Any Other Business	It was agreed to write to those Board members who had not attended the past few meetings, requesting reasons for non-attendance and ascertain whether they wished to continue to serve on the board.	AD/BR	ASAP

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		<p>It was agreed to circulate a list of project leads and their deputies and when they were due to start to all members of the Board.</p> <p>It was agreed to provide a detailed programme for the High Street Project, including key moments to the next meeting, in addition to an update on the Archive Centre.</p>	<p>TD</p> <p>TD</p>	<p>ASAP</p> <p>ASAP</p>

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