

Our Ref: MD

30 December 2013

To: All Members of the Burntwood Wakes Committee
(Councillors Mrs Banevicius, Campbell, Constable, Mrs Evans, Mosson, Mrs Stokes and Taylor)

Copy: B Cooper, Senior Administrative Assistant
Mrs J Bayley, Administrative Assistant

Dear Councillor

BURNTWOOD WAKES COMMITTEE

The Burntwood Wakes Committee will meet in the **Meeting Room, rear of Burntwood Library, Sankeys Corner, Burntwood on Tuesday 07 January 2014 at 6.30 p.m.** to consider the following business.

Please note that there will be an invited guest at the meeting (Rotarian Richard Poynton, Rotary Club of Burntwood).

Yours sincerely

Mary Danby (Mrs)
Town Clerk

<p style="text-align: center;">PLEASE NOTE THE DATE, TIME AND VENUE FOR THE ABOVE MEETING.</p>

AGENDA

- 1. APOLOGIES**

- 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

- 3. MINUTES**

To approve the Minutes of a Meeting of the Burntwood Wakes Committee held on 24 October 2013 (Minute Nos. 15 -18) (**ENCLOSURE NO. 1** (presented at the Town Council meeting on 07 November 2013)).

4. BURNTWOOD WAKES FESTIVAL 2014

- To discuss the viability/feasibility of charging admission fees for the Saturday evening and Sunday afternoon events and to receive information from Rotarian Richard Poynton on how the Rotary Club of Burntwood can assist at the venue in taking admission fees from attendees on behalf of the Council.
- To consider an offer from a local business to provide the Council with a sponsorship proposal document for a fee of approximately £275.
- To approve additional entertainment for the Family Fun Day which will see the stage utilised during the afternoon at no additional cost to the Council – information to be provided by Councillor Taylor at the meeting.
- To receive information on the possibility of an additional attraction in the form of a show provided by the Lichfield & District Poultry Club – information to be provided by Councillor Taylor at the meeting.
- To receive an update on preparations for the Festival – to be provided by the Town Clerk at the meeting.

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 24 OCTOBER 2013 COMMENCING AT 6.00 P.M.**

PRESENT

Councillor Taylor (in the Chair)
Councillors Campbell, Constable, Mrs Evans (from 6.35 pm) and Mrs Stokes

In attendance

Mrs M Danby, Town Clerk
Ms J Minor, Administrative Assistant
S Golby, Muddled-Up

15. APOLOGIES

Councillor Mrs Banevicius and Mr Cooper (Senior Administrative Assistant).

16. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

17. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 18 September (Minute Nos. 9 - 14) be approved as a correct record.

18. BURNTWOOD WAKES FESTIVAL 2014

- Members received information regarding the Chase Royals Marching Jazz Band and the Lichfield Dog Club (Agility Section) and agreed not to pursue either of these organisations.
- Mr Golby introduced himself and his company, Muddled Up (an events management company) to the Committee. He said that he has a wealth of experience in events management gained in both the UK and USA and said that he would like to help with the Burntwood Wakes Festival if the Committee felt that this would be useful.
- Information with regard to the stage, lighting, sound, etc was unavailable as the Senior Administrative Assistant, Mr Cooper, was not present at the meeting.
- Members received information and costs for entertainment for the Family Fun Afternoon on Saturday 19 July. **IT WAS RESOLVED that the following acts/entertainment be booked:**

Surf Simulator	£350
Pirate Ship	£525

Assault Course	£350
Trampoline Trailer	£465
Circus Whizz	£595
Punch and Judy Show	£300
Ridgeside Full Monty (Falcons, Lurchers and Hunting Dogs, Ferrets)	£980

Staffordshire Regimental Drum Corp to be booked subject to availability and £150 fee being confirmed

Mercian Regiment:

Climbing Wall and Paint Ball Target Shooting Free of charge

- Members were informed that Andy Plimmer, a Meatloaf Tribute Act, was available to act as compere for the Tribute Band Night on Saturday 19 July at a cost of £150. **IT WAS RESOLVED that** Andy Plimmer be booked to act as compere on the Saturday evening at a cost of £150.
- Folk Concert on the afternoon of Sunday 20 July: **IT WAS RESOLVED that** the Town Clerk should contact Neon Sound Studios to request that they arrange the Folk Concert on the same basis as used for the 2013 event.
- Members were advised that the Committee Chairman had sourced a Green Room for the Festival weekend free of charge.
- The Committee Chairman advised the Committee on discussions he had had with the Burntwood Rotary Club who were willing to collect the entrance fees for the Saturday evening and Sunday afternoon subject to agreement being reached on a percentage of takings being given to the Club and their being able to undertake a bucket collection for the Club on the Saturday evening before the fireworks finale. **IT WAS RESOLVED that** the actual percentage to be offered to the Club should be discussed at the next meeting and that the Council should be asked to agree on whether approval should be given for the Club to make a bucket collection as this was the first time that such a request had been made.

(The Meeting closed at 6.57 p.m.)

Signed

Date