

Our Ref: MD/jm

21 October 2016

To: All Members of the Events Committee

Councillors Mrs Tranter (Chairman), Stokes (Vice Chairman), Bamborough, Mrs Conolly, Ennis, Mrs Stokes and Mrs Woodward


Copy: Councillor Mrs Fisher
Councillor Mrs Evans

Dear Committee Member

EVENTS COMMITTEE

You are invited to attend a meeting of the Events Committee in the **Community Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH** on **Monday 31 October 2016 at 6.00 pm** to consider the following business.

Yours sincerely



Mary Danby (Mrs)
Chief Executive Officer

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES: EVENTS COMMITTEE

Chairman of the Events Committee to move that the proceedings of the meeting held on 19 September 2016 (Minute Nos. 6-13) be received and where necessary approved and adopted (**ENCLOSURE NO. 1**).

4. MINUTES: CHRISTMAS FESTIVAL SUB-COMMITTEE

Chairman of the Christmas Festival Sub-Committee to move that the proceedings of the meeting held on 10 October 2016 (Minutes Nos. 1-15) be received and where necessary approved and adopted (**ENCLOSURE NO. 2**).

5. MINUTES: WAKES FESTIVAL SUB-COMMITTEE

Chairman of the Wakes Festival Sub-Committee to move that the proceedings of the meeting held on 12 October 2016 (Minutes Nos. 7-22) be received and where necessary approved and adopted (**ENCLOSURE NO. 3**).

6. DONATION - BURNTWOOD LIONS CLUB

7. WALKIE TALKIES

8. WAKES 2017 BANNER (ENCLOSURE NO. 4).

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 19 SEPTEMBER 2016 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Bamborough, Mrs Conolly, Ennis, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer

6. APOLOGIES FOR ABSENCE

Councillor Mrs Woodward.

7. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

8. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 13 June 2016 (Minute Nos. 1-5) be received and where necessary approved and adopted.

9. NOTES: WAKES FESTIVAL SUB-COMMITTEE

RESOLVED That the Notes of the Meetings of the Wakes Festival Sub-Committee held on 11 July 2016 (Note Nos. 1-3) and 28 July 2016 (Note 4-6) be received and where necessary approved and adopted.

10. VIREMENT OF UNSPENT FUNDS EVENTS

Members were informed that the unspent funds were as a result of the sponsorship received. It was noted by Members however that even if no sponsorship had been received the events could still have gone ahead.

Members were informed by the Senior Administration Officer that the underspend in the sum of £4,154 would be reduced by £150 (donations to the Flyball Dog Agility and Dog Obedience/Training) as per the Notes of the Meeting of the Wakes Festival Sub-Committee held on 28 July 2016 and £90 for the face painter for the Push Kart Derby.

RECOMMENDED That the Full Council be requested to vire unspent funds in the sum of £2,323.89 from Play in the Parks budget and £3,914 from the Wakes Festival to the Christmas Festival.

11 REVIEW OF THE WAKES FESTIVAL AND PUSH KART DERBY

11.1 Wakes Festival

Councillor Mrs Stokes stated that the Notes of the Meeting of the Wakes Festival Sub-Committee held on 28 July 2016 pretty well covered the events. Members were informed that the security company which had been booked did not turn up however it was discovered that they had had a serious car accident on their journey to the venue.

Councillor Mrs Tranter informed Members that she had been approached by Marisha Place, Partnership Manager, Lichfield and District Police with regard to partnership working as she is looking at holding a community safety awareness event for which they are hopeful of obtaining funding from the PCC, however, it is still very early days.

AGREED THAT

- a) A meeting be arranged with Stuart Hoddinott, Manager, Burntwood Leisure Centre to include Cllrs Mrs Stokes and Mrs Tranter and the Senior Administration Officer.
- b) 01 July 2017 at Burntwood Leisure Centre from 12 noon until 4 pm be the date for next year's Wakes Festival (this to be confirmed following the meeting with Mr Hoddinott).

Councillor Mrs Tranter informed Members that for the year 2014/15 funding had been allocated from Lichfield District Council in the sum of £1,500, however, this had not been applied for, for the last two years. Councillor Mrs Tranter informed Members that she had asked the Chief Executive Officer to investigate this matter as this could be another funding stream that BTC could apply for.

Councillor Mrs Tranter informed Members that she had instructed the Chief Executive Officer not to pay the invoice for the community transport until after the Events Committee meeting. Members were informed that the original purchase order was for £160 (two community transport vehicles to run from 11.45 am to 4.30 pm) however one of the vehicles had left at 2.30 pm. When the invoice was received a reduction of £20 (£140) was shown. However, Members felt that no-one in authority had said that the vehicle could leave, the contract had been broken/not adhered to and it was a matter of principle.

RESOLVED That the Chief Executive Officer pursue the matter as the Events Committee are not prepared to pay any more than £120 for the community transport.

Councillor Stokes asked if the Town Council could provide the same service without employing KP Events i.e. parking, stewards etc. It was **AGREED** that this be a matter for the Wakes Sub-Committee.

11.2 Push Kart Derby

Councillor Mrs Tranter informed Members that she had been tasked with asking the question "was the Push Kart Derby event value for money" taking into account the cost, hours and people attending.

Members made reference to the fact that the Powerboating Competition at Chasewater was on the same weekend, the lack of entries and felt that the weather was not a significant factor.

AGREED THAT

- a) The Push Kart Derby be deferred for twelve months.

- b) Members of the Events Committee email the Chairman (copy to the Senior Administration Officer) with ideas of other community events which the Town Council could undertake.

12. REVIEW OF PLAY IN THE PARKS

Councillor Mrs Tranter informed Members that the eight events had been brilliant with seven events being fantastic (one was rained off half way through). The events had generated positive feedback and had attracted 2,350 attendees over the eight events.

Members were informed that several pieces of equipment were needed i.e. loud speaker, walkie talkies, folding chairs and folding tables. It was **AGREED** that this be a matter for the Play in the Parks Sub-Committee.

13. UPDATE OF THE CHRISTMAS FESTIVAL

Councillor Mrs Tranter updated Members on what had been booked so far (face painter, festive land train, two under 10's fun fair rides, brass band) and what sponsorship had been received to date (Burntwood Business Community, Chris Pugh (Midlands AV) and Mitchell Chance (Pro Freight Solutions Limited)).

It was **AGREED** that Councillor Mrs Tranter would check with Chris Pugh if a generator was needed and Councillor Stokes would pursue Chase Plant Hire with regard to flood lighting and generator (sponsorship).

Councillor Mrs Tranter informed Members that she, together with the Senior Administration Officer, had attended a Burntwood Rotary Club meeting. Members were informed that Burntwood Rotary had been upset about the two Santas last year and had said that this was confusing for the children. Members were informed that BTC had received no complaints from parents regarding the two Santas and with the best will in the world Burntwood Rotary could not distribute 500 presents within the timescale. To avoid the queuing scenario Burntwood Rotary had suggested that they erect a gazebo by the side of the vehicle, offer a "one way system" and have four children visiting Santa at any one time. Councillor Mrs Stokes mentioned that people had felt obliged to put money into the bucket even though Santa was free.

RESOLVED That an email be sent to Burntwood Rotary Club offering a donation of £200 in order to avoid the "bucket shaking" scenario.

Councillor Ennis stated that he felt that it was imperative that the businesses at Sankey's Corner get involved.

Councillor Stokes asked if any Member had any ideas with regard to "filling the gaps".

AGREED THAT

- a) An email be sent to Pat Collins Fun Fairs in order that a quotation could be obtained for a hook-a-duck (or anything else that they feel may be suitable).
- b) An email be sent to Polly's Party Bus in order that a quotation could be obtained.

(The Meeting closed at 7.25 pm)

Signed

Date