

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 15 APRIL 2019 COMMENCING AT 6:03 PM**

PRESENT

Councillor Mrs Tranter [in the Chair]
Councillors Bamborough, Ennis, Mrs Evans, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer [SAO]
N Caine, Direct Services Manager [DSM]
One member of the public

79. APOLOGIES FOR ABSENCE

Councillor Mrs Conolly.

80. 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.

81. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 18 March 2019 [Minute Nos. 69-78] be received and where necessary approved and adopted.

82. NOTES OF A MEETING WITH SEVENTEEN43 MANAGEMENT DATED 18 MARCH 2019

Members were informed that Mr Williams had already drafted the Event Management Plan and was waiting for Freedom Leisure to sign it off.

RESOLVED That the Notes of the Meeting with Seventeen43 Management dated 18 March 2019 be received and noted.

83. NOTES OF A MEETING WITH MRS ALLEN, SPARK DATED 02 APRIL 2019

RESOLVED That the Notes of the Meeting with the Mrs Allen held on 02 April 2019 be received and noted.

84. WAKES FESTIVAL 2019

Councillor Stokes informed Members that the layout plan was now completed and Seventeen43 Management had agreed to mark out the site. It was **AGREED** that the PA system and arena would be managed on the day by the Direct Services Manager.

The Senior Administration Officer informed Members that there were seven food stalls, twenty two charity stalls and twenty two craft stalls.

The Direct Services Manager was reminded that the vampire boards needed to be erected two weeks before the event and that the no parking signs needed to be erected on the day [as early as possible].

It was **AGREED** that one thousand two hundred programmes would be printed [two hundred for each entrance].

Councillor Ennis confirmed that Travelwood would be providing the same as last year.

Councillor Stokes informed Members that he has spoken to Chase Plant Hire who had agreed to provide plastic barriers and a 6.5kv generator for the day [to be dropped off on site by 10am].

It was **AGREED** that the incoming Chairperson would officially open the 2019 Wakes.

85. PLAY IN THE PARKS 2019

Councillor Mrs Tranter confirmed the following dates and venues for the Play in the Parks events for 2019:

Monday 29 July – Spark [Springhill Academy]
Wednesday 31 July – St Matthews Cricket Ground
Monday 05 August – Chase Terrace Park
Wednesday 07 August – Open House, Cherry Close
Monday 12 August – Elder Lane Park
Wednesday 14 August – Redwood Park
Monday 19 August – Chase Terrace Park
Wednesday 21 August – Redwood Park

Councillor Mrs Stokes informed Members that she had donated crafts items for the Play in the Parks events and advised that the Town Council would need to purchase some coloured pencils and/or crayons.

Councillor Mrs Stokes informed Members that she may know of someone [a craft volunteer] who may be able to assist with the crafts. It was **AGREED** that Councillor Mrs Stokes would obtain contact details.

86. CHRISTMAS EVENTS 2019

Councillor Stokes informed Members that he had spoken to Chase Plant Hire regarding signage and cones. Members were informed that the Library still had the bunting and the cone covers made by Councillor Mrs Stokes.

It was **AGREED** that at the appropriate time 500 advent calendars would be purchased and that "other items" would also be purchased to take into account children who were allergic to chocolate.

Members were reminded that an agreed date would be needed in order to wrap the Christmas presents.

[The Meeting closed at 6.40 pm]

Signed

Date