

**MINUTES OF A MEETING OF THE CHRISTMAS FESTIVAL SUB-COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 28 NOVEMBER 2016 COMMENCING AT 10.35 AM**

PRESENT

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

In attendance

Ms J Minor, Senior Administration Officer (SAO)
N Caine, Direct Services Manager (DSM)
Councillor Mrs Stokes (from 10.45 am)
C Pugh, Beacon Community Church
Mrs V Bostrom, Burntwood Business Community
Pastor R Lewis, Emmanuel Church
G Conolly

29. APOLOGIES FOR ABSENCE

None, all Members were present.

30. DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

31. MINUTES: CHRISTMAS FESTIVAL SUB-COMMITTEE

RESOLVED That the Minutes of the Meeting of the Christmas Festival Sub-Committee held on 09 November 2016 (Minutes Nos. 16-28) be received and where necessary approved and adopted.

32. OVER 10'S FUNFAIR RIDE AND CLARIFY TIMES FOR ASSEMBLING THE FUNFAIR RIDES

Members were informed that following the Town Council Meeting held on 17 November 2016 the over ten's funfair ride namely "scream" had been booked.

The DSM advised Members that Virgin had been digging up outside of Heron Foods. The DSM confirmed that he had spoken to Staffordshire County Council as Highway Authority, however, the County Council had received no notification. It was **AGREED** that the DSM would contact Virgin to inform them of the road closure.

Members raised concerns relating to the close proximity of the over ten's funfair ride to Chaseview Nursing Home. It was **AGREED** that Pastor Lewis would visit the nursing home immediately following the meeting.

It was **AGREED** by Members that Pat Collins Funfair would be asked to arrive at 2.30 pm in order that the funfair rides can be set up in plenty of time.

33. DIRECT SERVICES MANAGER'S AGENDA

The DSM advised Members that he would be arriving at 11.00 am on the day of the event. The DSM confirmed that his first job would be putting up to 12 diversion signs around the vicinity which would take approximately one and a half hours. From 2.00 pm the DSM confirmed that he would be placing 30 cones around the vicinity. The DSM confirmed that he would be bringing in his vehicle the diversion signs, cones, walkie talkies (fully charged), small PA system for outside the library and the two gazebos (one for the first aid and one for the mulled wine and minced pies). It was **AGREED** that Cllr Mrs Stokes would bring the Christmas presents, reindeers, snow machines plus fluid, bubble machines plus fluid, Christmas lights and mince pies (donated by the Co-operative Food, Morley Road).

Members were informed that Chase Plant Hire would be arriving at 2.00 pm with the generators (one for Chris Pugh) and lighting.

It was **AGREED** by Members that the snow machines would be situated on the canopy over Munchies and that Mr Pugh would undertake this task.

It was **AGREED** that the reindeers would be situated by the Rotary Club Santa in the former Tesco Express area.

It was **AGREED** by Members that the bubble machines would be situated outside Barry's Newsagents and that Mr Pugh would undertake this task.

Pastor Lewis confirmed that Linda Hood would be providing a CD player and carol sheets, however, it was pointed out that more choir members were needed.

Members were informed that Finesse Events Management and Finesse Wedding Car Hire Limited had offered a free limousine trip for the Chairman and this would involve a one way trip to the Library.

34. VOLUNTEERS LIST

Members were informed that the following Members had confirmed their availability for the Christmas event:

- Councillor Ennis
- Councillor Stokes
- Councillor Mrs Stokes
- Councillor Mrs Tranter
- Councillor Mrs Conolly
- Councillor Mosson
- Councillor Bamborough

It was **AGREED** that a generic email be sent to all Members of the Town Council asking if they are available to help out from 1.00 pm.

It was **AGREED** by Members that Councillors Stokes and Ennis together with Mr Conolly would erect the two gazebos and that Councillor Ennis would be the first point of contact for the stallholders.

35. UPDATE ON STALLS ETC

Members were informed that a clothes stall and flower stall were usually in situ at Sankey's Corner on Saturdays. It was **AGREED** that Councillor Mrs Stokes would speak to the stallholders concerned.

The following times were **AGREED**

- Catering stalls arrival time 3.00 pm
- Stallholders arrival time 3.00 pm
- Festival Train arrival time to be confirmed (to be set up and ready to go by 4.00 pm)
- Face painter arrival time 3.30 pm
- Mini zoo arrival time 3.00 pm
- Balloon modeller arrival time to be confirmed (to be set up and ready to go by 4.00 pm)
- Brass band arrival time no earlier than 2.00 pm

36. ROAD CLOSURE

Members were informed that the road closure had been amended from 3.00 pm to 2.00 p.m. The DSM confirmed that the Temporary Closure of Streets Orders had been placed around the vicinity from 17 November 2016.

It was **AGREED** that Councillor Mrs Tranter and Councillor Stokes would undertake a risk assessment at 2.00 pm on the day of the event.

It was **AGREED** that Councillor Stokes would prepare the final plan of the event.

It was **AGREED** that the banner would be erected under the canopy of the former Oak and that the DSM would undertake this task together with the bunting on Tuesday 29 November (weather permitting).

37. ADVERTISING

It was **AGREED** that the programme would be advertised on the Town Council's website, Facebook and twitter and that 750 programmes would be printed off. It was **AGREED** that the vouchers (one free tea or one filter coffee) produced and sponsored by Munchies and Burntwood United Churches would be handed out at the event.

(The Meeting closed at 12.10 pm)

Signed

Date