

**MINUTES OF A MEETING OF THE CHRISTMAS FESTIVAL SUB-COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON WEDNESDAY 09 NOVEMBER 2016 COMMENCING AT 10.30 AM**

PRESENT

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

In attendance

Ms J Minor, Senior Administration Officer
N Caine, Direct Services Manager
Councillor Mrs Stokes
C Pugh, Beacon Community Church

16. APOLOGIES FOR ABSENCE

Councillor Mrs Conolly
Mrs G Davis

17. 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.

18. MINUTES

RESOLVED That the Minutes of the Meeting of the Christmas Festival Sub-Committee held on 10 October 2016 (Minutes Nos. 1-15) be received and where necessary approved and adopted.

19. BALLOON MODELLER

Members were informed that Esther Allen's husband Kirk Allen (Spark (Burntwood) CIC) had offered his services as the balloon modeller. It was **AGREED** that these details needed to be confirmed.

20. WALKIE TALKIES

Members were reminded that at the Events Committee held on 31 October 2016 it was approved by the Committee to purchase walkie talkies however Members asked that the Direct Services Manager obtain advice from Gary Williams (Seventeen 43 Management) before an order is placed.

Members were informed that Mr Williams had recommended Motorola TLKR T80 Extreme two-way radios and that these radios did not need a licence. It was **RECOMMENDED** that the Direct Services Manager sources the very best price for the Motorola TLKR T80 and that eight walkie talkies be purchased.

21. CHOIR/PA SYSTEM - LIBRARY

Members were informed that the choir needed a PA system and two microphones for the event so that they could plug in a keyboard etc. Members were informed that the Direct Services Manager would supply the PA system, microphones and extension leads.

Members were informed that Pastor Lewis had asked if the choir could do two slots, one outside the Library and one outside the former Tesco Express Store. It was **AGREED** that Pastor Lewis would be asked if the choir could visit Chaseview Nursing Home so that they could perform there as well as the residents would not be able to visit the Christmas Festival.

Mr Pugh confirmed that he would require a generator and that he would be situated next to the hedge outside of the former Tesco Express Store.

Members confirmed that the Rotary Club of Burntwood and District would be situated outside of the former Tesco Express Store (drive through) together with a gazebo and that the Lee Hall Brass Band would be situated outside Roseblade and Co, Solicitors together with a gazebo.

The Chairman confirmed that he had spoken to and texted Keegan Hammond without response and could only assume that he would not be attending.

22. CHRISTMAS PRESENTS

Members were informed that the Christmas presents had been purchased. It was **AGREED** that the wrapping of the Christmas presents would take place on Monday 14 November at the OMCC commencing 10.00 am and that an email be sent to all Members of the Town Council to ascertain if any Member had any spare time to help wrap the presents.

Members were informed it was hoped that Aldi would be donating the wrapping paper.

Members were informed that Morrisons could not donate money however they could donate produce and this could be in the form of mince pies and mulled wine. Members were informed that Councillors Stokes and Mrs Stokes would be visiting Morrisons with a proposal that Morrisons staff could man a stall.

Mr Pugh confirmed that Beacon Community Church would be open from 4 pm until 7 pm offering Christmas craft making.

Members made reference to the bunting and it was **AGREED** that the bunting would be erected on Monday 28 November (weather permitting) and would be taken down in the New Year.

23. CHRISTMAS POSTER/LEAFLET

23.1 Banners

It was **AGREED** that "rd" would appear after the number 3 on the banners and the Direct Services Manager would erect the banners as soon as possible.

23.2 Posters/Leaflets

It was **AGREED THAT**

- a) company logos would not appear on the poster.

- b) the poster would include "at 4.00 pm" following the "switching on of the Xmas Tree Lights", "rd" would appear after the number 3 and the wording "supported by local businesses" would be added.
- c) A5 flyers would be produced and distributed to every primary school in Burntwood, Mr Pugh would have 100 flyers and two A3 posters; Pastor Lewis would have 100 flyers and two A3 posters and Councillor Mrs Stokes would have 100 flyers, four A3 posters and twenty A4 posters.

24. CHRISTMAS PROGRAMME

It was **AGREED** that company logos would not appear on the programme, just their name. It was suggested that the programme would be as follows:

4.00 pm – Opening by Councillor Beth Fisher and switching on of the Christmas Lights.
4.10 – 4.30 pm – Choir
From 4.30 pm – Visit Santa
4.30 – 5.00 pm – Lea Hall Brass Band
5.30 – 5.50 pm – Choir
6.00 – 6.40 pm – Lea Hall Brass Band

It was **AGREED** that Mr Pugh would "fill in" with Christmas themed music.

25. FAIRGROUND RIDE FOR OVER 10'S

Members were informed that an over 10's ride namely "scream" would be situated just before the chicane on the Cannock Road. Members were informed that the "scream" ride was the only one suitable due to set-up time and space available.

26. ROAD CLOSURE

It was **AGREED** that, due to the amount of work needed on the day, the Road Closure be amended to read from 2.00 pm instead of from 3.00 pm.

Members felt that the diversion signs needed to be placed before the chicane near to the New Street turning. It was **AGREED** that the Direct Services Manager would liaise with Mary Lee, Staffordshire Highways with regard to obtaining the diversion signs.

27. STILT WALKING XMAS TREE

The Chairman asked if a stilt walking Xmas tree could be ordered now that sponsorship had been secured. Members felt that the stilt walker was not good value for money and it was **AGREED** that the stilt walker not be booked on this occasion.

28. FORMER TESCO EXPRESS STORE

Mr Pugh confirmed that Beacon Ramblers would again tidy up the front of the former Tesco Express Store and that Beacon Community Church would again provide marshalling on the day.

(The Meeting closed at 12.53 pm)

**CHRISTMAS FESTIVAL SUB COMMITTEE
09 NOVEMBER 2016**

Signed

Date