

Our Ref: MD

19 October 2011

**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

**CFI:** Mrs J Bayley, Administrative Assistant

Dear Councillor

#### **BURNTWOOD WAKES COMMITTEE**

You are invited to attend a meeting of the Burntwood Wakes Committee at **Burntwood Library, Sankeys Corner on Thursday 27 October 2011 commencing at 6 pm** to consider the following business.

Yours sincerely

**Mary Danby (Mrs)**  
Town Clerk

#### **AGENDA**

##### **1. APOLOGIES**

##### **2. DECLARATIONS OF INTEREST**

##### **3. MINUTES**

To approve the Minutes of the Meeting of the Burntwood Wakes Committee held on 28 September 2011 (Minute Nos. 10 - 15) (**GREEN ENCLOSURE**).

##### **4. BURNTWOOD WAKES FESTIVAL 2012 – UPDATE**

To receive a verbal update on progress since the previous meeting.

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD  
ON WEDNESDAY 28 SEPTEMBER 2011 COMMENCING AT 6.00 P.M.**

**Present**

Councillor Taylor in the Chair  
Councillors Mrs Banevicius, Mrs Evans and Mrs Stokes

**In attendance**

Mrs Mary Danby, Town Clerk

**10. APOLOGIES**

Councillors Campbell, Constable and Mosson.

**11. DECLARATIONS OF INTEREST**

None declared.

**12. MINUTES**

**RESOLVED** That the Minutes of the meeting of the Burntwood Wakes Committee held on 14 July 2011 (Minute Nos. 6 - 9) be received and approved as a correct record.

**13. BURNTWOOD WAKES REVIEW COMMITTEE RECOMMENDATIONS**

Members were requested to consider the following recommendations put forward by the Burntwood Wakes Review Committee (approved by the Town Council at its meeting on 15 September 2011):

- a) Consider whether entrants in the Burntwood in Bloom Competition might be invited to take a stall at the Family Fun Day in future years.

**AGREED** That past winners be invited to display a floral container (or something similar) to promote the gardens and the Burntwood in Bloom Competition.

- b) Consideration be given as to how a physical count of people (and where they reside) attending the various elements of the Festival might be achieved.

**AGREED** That, whilst it is difficult to undertake a physical count of people attending the various elements of the Festival due to the open nature of the site, it would be useful for a volunteer(s) to position themselves at one or two entrances to the site and count (using a clicker) to give an indication of numbers attending the various elements.

- c) Consideration be given to inviting an external club of organisation to organise and administer a cycle race and/or a 5k road race, etc as an additional activity/attraction for future Festivals.

**AGREED** To liaise with local contacts with a view to their organising a 5K road race in 2012 on the Saturday to finish at the Family Fun Day.

- d) Consideration be given to having the questionnaire available on the shuttle buses together with a response box to encourage more people to make comments and suggestions.

**AGREED** The appropriate arrangements will be made for this to take place for the 2012 Festival.

- e) Consider all the suggestions and commented submitted on the questionnaire (**WHITE ENCLOSURE**).

**COMMENT** Members considered the questionnaire responses when looking at what might be provided for the 2012 Festival.

- f) The Town Council will take the total control of all elements of the Festival, i.e. contracting direct with suppliers for the stage, sound system, etc for the 2012 Festival and beyond and hire those facilities to a commercial promoter should one come forward to provide an event on the Sunday.

**NOTED**

- g) The Town Council will not require stall holders, etc to hold Public Liability insurance for future Festivals but they should be requested to sign a statement as a condition of booking saying that they are aware that it is in their interests to carry such insurance and acknowledging receipt of that information.

**NOTED**

- h) Discussions/negotiations should be held as soon as the Burntwood Wakes Committee is aware of the type of activities and attractions it wished to book for the 2012 Family Fun Day.

**AGREED**

- i) The "Wakes Unsigned" event on the Friday evening should not be provided in 2012 and future years and thought should be given to an alternative form of entertainment that might be offered in its place.

**AGREED**

- j) The Town Council should continue to offer the Burntwood Wakes Festival to include entertainment (type to be confirmed) on the Friday evening, the Family Fun Day and, provided adequate funding is identified, a Festival Proms Concert on the Saturday evening.

**NOTED**

- k) The barriers installed in front of the Sponsors Hospitality marquee be replaced with a simple staked rope/tape system in 2012 and future years.

**NOTED**

- l) All guests in the Sponsors Hospitality marquee should be required to buy Hospitality Tickets at the 2012 Festival (and beyond).

**NOTED**

- m) The 2012 Burntwood Wakes Festival will take place at Burntwood Rugby Club from Friday 20 – Saturday 21 July (plus Sunday 22 July should an external promoter wish to run an event on that date).

**NOTED**

- n) The 2013 Burntwood Wakes Festival will take place at Burntwood Rugby Club from Friday 19 – Saturday 20 July (plus Sunday 21 July should an external promoter wish to run an event on that date).

**NOTED**

- o) An initial budget of £40,000 (plus any sponsorship that can be attracted) should be allocated for the 2012 Festival with a proviso that this might be increased to £45,000 subject to a report to the January 2012 Town Council meeting once more details on the 2012 proposed arrangements are known.

**NOTED**

- p) An Options Appraisal be undertaken to identify alternative potential venues within Burntwood which might be available to host the Festival at some point in the future.

**NOTED**

- q) A request from Neon Sound Studios for permission to use of the marquees on the top field on Thursday 19 July 2012 for an adult version of "Burntwood's Got Talent" be approved in principle, subject to details regarding hire of the marquee, provision of sound, lighting, etc being negotiated and agreed.

Members were advised that Neon Sound Studios had withdrawn their request for this specific use of the marquee as it was not large enough for the proposed event, however they had now requested permission to hold an acoustic evening in the marquee instead.

**AGREED** That this proposed event would be seen as an extension to the Wakes Festival, which is something that the Town Council does not want to happen. Members therefore agreed not to enter into an arrangement with Neon to see such use of the marquee.

- r) Officer salary costs associated with the Burntwood Wakes Festival to be provided in future (i.e. from 01 April 2012) as these form part of the overall costs of the Festival.

**NOTED**

**14. BURNTWOOD WAKES FESTIVAL: 20 – 21 JULY 2012**

**RESOLVED** That the following activities, attractions, etc be provided for the 2012 Festival and bookings made where appropriate:

**FRIDAY 20 JULY 2012 (EVENING)**

**TRIBUTE BAND NIGHT**

- Budget for the event not to exceed that previously allocated for the "Wakes Unsigned"
- Free entry to the event to be maintained

**SATURDAY 21 JULY 2012**

**FAMILY FUN DAY**

Enquiries to be made with a view to booking the following attractions, activities in addition to the "normal" stalls, marquees (including arts and crafts workshops), etc:

- MAD Mountain Bikes (Team MAD provide "the best quality and most exciting mountain bike tricks, stunts and skills")
- Gamegoer Gundog and Falconry Display ("Full Monty" option, to include dogs, birds of prey and ferrets)
- National Festival Circus together with a wandering juggler and a wandering magician
- Inflatables, to include Bouncy Castle, Double Bungee and Space Hopper Grand Prix (if available)

- Live music gazebo
- Dance and sports demonstrations
- Craft demonstration pitches

**SATURDAY 21 JULY 2012**

**BURNTWOOD WAKES FESTIVAL PROMS**

- Enquiries to be made with a view to booking the Staffordshire Festival Orchestra (with an emphasis on a youth section, if possible) together with one or two singers and compere.
- Local singer to be booked to provide entertainment during the interval.
- Firework display to be booked (subject to budget availability).

**SUNDAY 22 JULY 2012**

This date was available should a commercial promoter come forward to provide an event (entirely independently of the Town Council and at their own commercial liability and responsibility as has been the case in previous years).

**6. FUTURE MEETING DATES**

**RESOLVED** That Members note that meetings of the Burntwood Wakes Committee were scheduled to take place on the following dates:

**2011**

Thursday 27 October  
Wednesday 07 December

**2012**

Thursday 26 January  
Thursday 01 March  
Thursday 12 April

(The Meeting closed at 7.10 p.m.)

Signed .....

Date .....