

**MINUTES OF A MEETING OF THE WAKES FESTIVAL SUB COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON WEDNESDAY 19 APRIL 2017 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

Ms J Minor, Senior Administration Officer
N Caine, Direct Services Manager
Councillor Mrs Tranter, Chairman of the Events Committee
J Donnelly, Director, CBR Motors
A Waters, Managing Director, CBR Motors
G Williams, Seventeen43 Limited

34. APOLOGIES FOR ABSENCE

Councillor Bamborough.

35. DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

36. MINUTES: WAKES FESTIVAL SUB COMMITTEE

The Chairman made reference to Minute No. 33 (Hire of Stocks and Sponges) and it was **AGREED** that the Chairman would purchase "car" sponges.

RESOLVED That the Minutes of the Meeting of the Wakes Festival Sub Committee held on 04 January 2017 (Minute Nos. 23-33) be received and where necessary approved and adopted.

37. ACTIVITIES/TRANSPORT UPDATE

The Senior Administration Officer informed Members that Progressive Sports had been booked for two of the Play in the Parks Events. Councillor Stokes made reference to what activities Progressive Sports could bring to the Wakes, however, Members felt that on this occasion, there was more than enough going on at this year's event.

Councillor Ennis informed Members that he had spoken to Travel Wood Mini Bus Hire who had agreed to provide vehicles and petrol free of charges, however, they were still in the process of talking to their drivers. It was **AGREED** that Councillor Ennis would pursue this matter and Members were reminded by the Senior Administration Officer that the closing date for the TownTrader was 06 June 2017.

38. CARS IN THE PARK UPDATE

The Chairman welcomed Mr Donnelly and Mr Waters. Mr Donnelly gave brief background information regarding the Classic Car Show and circulated a draft publicity poster. Councillor Stokes reminded Mr Donnelly that the event is called Burntwood Wakes and not Chase Wakes as per the publicity poster.

Mr Waters stated that the Classic Car Show would need a "net" of control which is why entries were via an email and not just turn up on the day.

Mr Donnelly stated that the publicity needed to branch out a little as the event is on the same day as the Cars in the Park, i.e. Practical Classics magazine.

Mr Donnelly confirmed that no marketing of the event had taken place so far as he wanted to gauge the feeling of Members before doing so.

39. STAFFORDSHIRE CORPS OF DRUMS

The Chairman informed Members that a letter had been received from Major (Retd) David Keates, Staffordshire Corps of Drums requesting suitable changing facilities and refreshments and secure parking for their transport. It was **AGREED** that clarification was needed with regard to exact numbers, what transport (coach) and how many vehicles. It was **AGREED** that the Chairman would speak to Mr Hoddinott, Manager, Burntwood Leisure Centre to ascertain if it was possible to use the ground floor changing room(s) and a "voucher" scheme in the coffee shop. Mr Williams stated that he was happy to bring along an extra gazebo as a second option. Members made reference to Cafe2U who would be attending as an alternative for the refreshments.

40. GARY WILLIAMS, SEVENTEEN43 LIMITED UPDATE

Mr Williams reminded Members of his duties on the day namely:

- Managing and marshalling of the car parks for stallholders, entertainment acts and leisure centre users throughout the full day within the Leisure Centre grounds.
- To provide stakes/tape for marking out football pitches and arena stage (including the required amount of stakes and security tape for the start of the event, plus clear down of stakes and tape after the event has finished.
- Managing all communications to stallholders and entertainment acts to ensure attendance to the event on time and provide information/phone calls on set up of stallholders' details and car parking requirements per attendee.
- Provide full documented Event Management Plan for risk assessment sign off from all parties to host the event at Burntwood Leisure Centre.
- Hire of event control gazebo, directional signposts to be displayed across venue, required number of black bins for waste products throughout the day.

Mr Williams stated that he would liaise with Mr Donnelly and Mr Waters with regard to access and egress for the Classic Cars.

Mr Williams stated that he would be telephoning the stallholders, entertainment acts, etc at the start of June. The Senior Administration Officer informed Members that the cut-off date for stallholders was 28 April and that their contact names, telephone numbers, etc would be available mid-May.

Councillor Stokes informed Members that Chase Plant Hire would make available any cones, barriers, generators, etc that the Town Council would need for the Wakes Festival.

41. QUEEN'S SAPPHIRE JUBILEE

It was **AGREED** that the Chairman would speak to Burntwood Breast Care with regard to a Queen look alike.

(The Meeting closed at 7.05 pm)

Signed

Date