

Our Ref: SL/jm

07 October 2014

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

Dear Councillor

BURNTWOOD WAKES COMMITTEE

The Burntwood Wakes Committee will meet at the **Town Council's offices, Unit 1, Lambourne House, Bridge Cross Road, Burntwood at 6.00 p.m. on Monday 13 October 2014** to consider the following business.

Yours sincerely



Steve Lightfoot
Interim Town Clerk

AGENDA

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**
- 3. MINUTES**

To approve the Minutes of a Meeting of the Burntwood Wakes Committee held on 19 June 2014 (Minute Nos. 1 - 5) and the Notes of a Meeting held on 24 September 2014 (Minute Nos. 6 - 10) (**ENCLOSURE NO. 1A and 1B**).

4. BURNTWOOD WAKES FESTIVAL 2015

- To discuss the way forward for the 2015 event(s) and consider suggestions on the type of activities, attractions, etc that might be provided for the 2015 event(s).

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 19 JUNE 2014 COMMENCING AT 6.00 P.M.**

PRESENT

Councillor Taylor (in the Chair)
Councillors Campbell, Constable, Mrs Evans and Mrs Stokes

In attendance

Mrs M Danby, Town Clerk
B Cooper, Senior Administrative Assistant

1. APOLOGIES

Councillors Mrs Banevicius and Mosson.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 09 April 2014 (Minute Nos. 27 - 30) be approved as a correct record.

4. BURNTWOOD WAKES FESTIVAL 2014

- Mr Cooper advised the Committee that everything was in place for the Festival weekend and that a site plan was to be completed for the Family Fun Day in the coming days. He also confirmed that he would do a final check on fencing and furniture requirements.
- The latest budget report was tabled at the meeting.
- A discussion took place on whether it would be possible to sell glow sticks, etc at the Tribute Band Concert.

IT WAS AGREED that (a) quotations would be sought for glow sticks and whether it would be possible to find someone able to sell them for the Council at the event and (b) an enquiry would be made of Pat Collins Fun Fairs to see if they would be willing to provide such a stall at the event with, say, a payment being made for the pitch or a percentage (to be agreed) of sales on the night being paid to the Council. Information would be emailed to all Committee Members for decision by Friday 04 July at the latest.

- The Town Clerk confirmed that the marquee would be filled with 24 No. craft stalls, 6 No. public information stands, 12 No. charity stalls and the children's arts and crafts workshops.
- The Town Clerk confirmed that the programmes for the stage and main arena had been completed.
- The Town Clerk confirmed that an invitation had been extended to the Burntwood & District Rotary Club for a representative to attend the meeting so that arrangements could be agreed for their members to sell the entry wristbands for the Tribute Band Concert – regrettably their representative was not present at the meeting. Mr Cooper agreed to make contact with the Club so that the necessary arrangements could be put into place.
- It was noted that there had been only one entry to date for the "Cake Off" competition but it was agreed that we would press ahead in the hope that late entries would be received in the run up to the Family Fun Day.

RESOLVED That:

- a) The above information be received, noted and agreed where necessary.
- b) The estimated expenditure and income as at 19 June 2014 be agreed.

5. BURNTWOOD WAKES FESTIVAL 2015

The Town Clerk advised Members of a meeting that she had had on 12 May 2014 with the Burntwood Leisure Centre General Manager and LDC's Historic Parks Manager to ascertain whether the 2015 Festival could be accommodated on the Burntwood Leisure Centre Campus.

Costs had now been provided by LDC and it was noted that these were excessive, rendering it financially impractical to use the site.

AGREED That a recommendation be put to the Burntwood Wakes Review Committee that the 2015 Festival be held at the Burntwood Rugby Club, as in previous years.

(The Meeting closed at 6.42 p.m.)

Signed

Date

**NOTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON WEDNESDAY 24 SEPTEMBER 2014 COMMENCING AT 6.10 P.M.**

PRESENT

Councillor Campbell (in the Chair)
Councillor Mrs Banevicius

In attendance

S Lightfoot, Interim Town Clerk
B Cooper, Senior Administrative Assistant
Ms J Minor, Administrative Assistant

6. APOLOGIES

Councillors Mrs Evans, Mosson, Mrs Stokes and Taylor.

7. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

8. MINUTES

AGREED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 19 June 2014 (Minute Nos. 1 - 5) be referred to the next meeting of the Burntwood Wakes Committee for approval as the meeting was not quorate.

9. BURNTWOOD WAKES REVIEW COMMITTEE RECOMMENDATIONS AND BURNTWOOD WAKES FESTIVAL 2015

Councillor Campbell outlined what he thought were the weaknesses of the current format of the Wakes for example weather and risk of concentrating on one event i.e. sum of money involved, volume of work undertaken by Town Council staff. Councillor Campbell stated that a series of events not just one may be a way forward.

Mr Lightfoot outlined his ideas relating to a new approach to staging the Burntwood Wakes Festival event by way of commissioning a third party. Mr Lightfoot explained that commissioning is an established practice normally used to procure large services or equipment. There are several stages to the commissioning process, starting with agreeing a tender specification and ending with a Service Level Agreement (SLA) with the successful bidder. The process allows the Town Council to have control over the content, theme and aim of the event, while limiting costs to a fixed amount and deferring some of the liability, while still controlling the risks. There is also an opportunity for local community/business groups to become fully involved and contribute their energy, expertise and ideas to the event.

Councillor Mrs Banevicius felt that in this economic climate it was difficult to expect the same companies to make contributions towards sponsorship monies year after year. Councillor Mrs Banevicius reminded the Committee about the 'community buzz' that was felt at the official unveiling of SCAMP in June 2013 and it was that atmosphere that we needed to recreate.

Mr Lightfoot was asked if he knew of any local organisations who could be a successful bidder under the commissioning scheme. Mr Lightfoot mentioned COGGS and Forward Action Burntwood who after some guidance and shaping may be suitable candidates together with the churches who were already present and active in the community. Mr Lightfoot stated that the Town Council could also 'link in' with the Burntwood Business Crew (BBC) who have funds available to them via the High Street Innovation Fund.

Councillor Campbell suggested that the ideas needed to be sounded out within the next few weeks to keep the momentum going but felt that it was extremely tight for next year's event. Councillor Campbell asked if it was feasible to consider that six months to organise a smaller event was achievable. Mr Lightfoot said that he could prepare a tender specification by mid-October with a deadline by mid-November and with a successful bidder agreed before Christmas.

Councillor Campbell confirmed that a realistic sum needed to be agreed to be put in the budget for the November Town Council meeting. Mr Lightfoot said that he felt that £20,000 was a reasonable amount of 'bate' to encourage groups to come forward.

Councillor Mrs Banevicius felt that the event could start small and grow in years to come. Councillor Mrs Banevicius asked if the event(s) could not link in with the Leisure Centre, Chase Terrace Technology College playing fields etc and if match funding was an option.

Councillor Mrs Banevicius stated that she felt that not enough is done to promote the event and suggested a 'Wakes Month' themed event with a possible opening and closing ceremony. Councillor Campbell suggested a closing finale date of Saturday 18 July 2015.

Mr Cooper stated that Burntwood Rugby Club holds a Help the Heroes themed event each year and that the Town Council may be able to link in.

Councillor Mrs Banevicius suggested that the Burntwood in Bloom (hanging baskets) and a food festival could be a themed event possibly involving COGGS to be held at Swan Island, an event at Chasetown High Street and an event at Sankeys Corner. Councillor Mrs Banevicius stated that it was important to involve the Burntwood Strategy.

Councillor Campbell outlined the general consensus of the Members present in that the Committee was warming to a smaller event or events; suggestion to the Full Council of a budget of around £20,000 to the November meeting; Mr Lightfoot to prepare and shape the tender specification; and that a Committee meeting be held within the next few weeks to agree full support in order to get planning.

10. DATE OF NEXT MEETING

AGREED That Monday 13 October 2014 in the Town Council's Offices commencing 6.00 p.m. be the next Committee meeting.

(The Meeting closed at 7.10 p.m.)

Signed

Date