

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT  
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD  
ON MONDAY 19 JUNE 2017 COMMENCING AT 6.00 PM**

**PRESENT**

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

**In attendance**

Ms J Minor, Senior Administration Officer  
N Caine, Direct Services Manager  
One member of the public

**9. APOLOGIES FOR ABSENCE**

Councillor Mrs Conolly.

**10. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

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

**11. MINUTES: EVENTS COMMITTEE**

Councillor Ennis made reference to Minute No. 5 - Wakes Festival 2017 Update and informed Members that the residents' letters which included a programme had been delivered (Cherry Close, right side of Poplar Avenue and right side of Baker Street).

**RESOLVED** That the Minutes of the Meeting of the Events Committee held on 22 May 2017 (Minute Nos. 1-8) be received and where necessary approved and adopted.

**12. PLAY IN THE PARKS UPDATE**

Councillor Mrs Tranter gave a brief update on how Play in the Parks was progressing and informed Members that Green Doorsteps would be attending some of the events (02 August, 07 August, 09 August and 14 August) at no cost to the Town Council. Members were informed that the flyers had been printed (which included the Wakes Festival on the reverse) and these would be distributed to all primary schools shortly. Members were informed that Lichfield District Council's Sports Development would be attending some of the events (31 July, 14 August and 21 August).

Members were informed that the Town Council had been successful in their funding application to the People Power Fund (Matthew Ellis, Staffordshire's Police and Crime Commissioner) in the sum of £2,000.

**13. WAKES FESTIVAL 2017 UPDATE**

Councillor Mrs Stokes informed Members that Councillor Stokes together with Councillor Ennis were in the process of fine tuning the map and that Whittington Barracks were very slow in their communication, however, if they did turn up on the day they would be made most welcome and space would be made available.

Councillor Mrs Tranter informed Members that LDC's DSO would be cutting the grass before the event.

Members were informed that the Town Council had been successful in their funding application to LDC/We Love Lichfield in the sum of £1,000 and that the Grangemoor Care Homes Limited had donated £300.

Councillor Mrs Stokes made reference to Minute No. 20 - Wakes Festival Sub Committee held on 12 October 2016 (tables and chairs for the Town Council gazebo) where it was agreed that the Town Council would have a stall at the Wakes Festival. It was **AGREED** that a further email be sent to all Members asking for volunteers to man the stall on a rota basis (for half an hour).

Councillor Mrs Stokes informed Members that the Event Commentator (PA) would be situated in the same gazebo as the Town Council stall.

The SAO informed Members that there are two business stalls, twenty two charity stalls, seven food stalls, thirteen craft stalls, three information stalls and the community safety information stalls (six gazebos) on board. It was **AGREED** that no further stalls be taken.

**14. CHRISTMAS FESTIVAL 2017 UPDATE**

Councillor Mrs Tranter informed Members that she had attended the AGM of the BBC and that the BBC had again agreed to sponsor the Festive Land Train in the sum of £575.

Councillor Mrs Tranter informed Members that she had approached County Councillor Mrs Fisher who had agreed to donate £500 (Members Staffordshire Local Community Fund). It was **AGREED** that County Councillor Mrs Woodward would be approached to ascertain if she was able to donate on this occasion.

Councillor Stokes informed Members that Rawlins Tyres (Burntwood) had agreed to give some sponsorship (no allocated amount known as yet).

Councillor Mrs Tranter made reference to the Mini Zoo and it was **AGREED** that the Mini Zoo would be booked and situated, if agreed by Pastor Lewis, in Emmanuel Church.

Councillor Stokes informed Members that he would be meeting with Chase Plant Hire in the not too distant future and confirmed that there would be no problem in obtaining the necessary equipment (e.g. generator(s), barriers etc) for the Wakes Festival and the Christmas Festival.

Councillor Mrs Stokes made reference to the Christmas Events to be held on 28 November (Boney Hay) and 30 November (High Street, Chasetown) and asked if leaflets could be distributed around the local vicinity informing members of the public of the events in due course.

**15. STORAGE SHELVING AND BOXES**

The DSM informed Members that as the two events (namely Play in the Parks and Wakes Festival) are growing in popularity, there was now a requirement to store apparatus and banners, along with ancillary equipment, in a more regimented manner. Members were informed that the storage of the equipment was in the OMCC basement and outside shed. These facilities are now becoming congested and require better facilities i.e. shelving and plastic storage boxes.

Councillor Ennis raised concerns as to why the shelving should come out of the Events Committee budget and not out of the Town Council reserves. Councillor Ennis stated that the Town Council has a capital budget for "repairs" to the OMCC and the shed(s) could be classed as an asset to the building.

The DSM informed Members that crocodile lid storage boxes would be needed to transport the items from A to B.

**RESOLVED THAT**

- a)** a long term overview of the storage facilities at the OMCC should be referred to the next meeting of the Policy and Resources Committee (06 July 2017).
- b)** six 40 litre crocodile lid storage boxes (£6.70 plus VAT each) and three customised boxes be purchased.

(The Meeting closed at 6.45 pm)

Signed .....

Date .....