

Our Ref: MD

21 September 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 Wednesday 28 September 2011 commencing at 6 pm** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

PLEASE NOTE THE CHANGE OF DATE FOR THIS MEETING

AGENDA

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**

To approve the Minutes of a Meeting of the Burntwood Wakes Committee held on 14 July 2011 (Minute Nos. 6 - 9) (previously presented to the 28 July 2011 meeting of the Town Council – **GREEN ENCLOSURE**).

4. BURNTWOOD WAKES REVIEW COMMITTEE RECOMMENDATIONS

The following recommendations put forward by the Burntwood Wakes Review Committee were 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.
- 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.
- 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.
- 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.
- e)** Consider all the suggestions and comments submitted on the questionnaire (**WHITE ENCLOSURE**).
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- l)** All guests in the Sponsors Hospitality marquee should be required to buy Hospitality Tickets at the 2012 Festival (and beyond).
- 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).

- 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).
- 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.
- 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.
- 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.
- 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.

5. BURNTWOOD WAKES FESTIVAL 2012

- To discuss the way forward for the 2012 event in the light of the Burntwood Wakes Review Committee recommendations as set out in Agenda item No. 4 above.
- To consider suggestions on the type of activities, attractions, etc that might be provided for the 2012 event.

6. FUTURE MEETING DATES

Members are requested to note that meetings of the Burntwood Wakes Committee are scheduled to take place on the following dates:

2011

Thursday 27 October
Wednesday 07 December

2012

Wednesday 18 January
Thursday 01 March
Thursday 12 April