



BONEY HAY
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Our Ref: MD/jm

05 October 2016

To: All Members of the Wakes Festival Sub Committee

Councillors Mrs Stokes (Chairman), Bamborough, Ennis and Stokes

Copy: Cllr Mrs Tranter (Chairman of the Events Committee)
Cllr Mrs Fisher
Cllr Mrs Evans

Dear Committee Member

WAKES FESTIVAL SUB COMMITTEE

You are invited to attend a meeting of the Wakes Festival Sub Committee in the **Community Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH** on **Wednesday 12 October 2016 at 6.00 pm** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Chief Executive Officer

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To consider any declarations of interests and consider requests for dispensations.

3. NOTES : WAKES FESTIVAL SUB COMMITTEE

To approve as a correct record the Notes of the Wakes Festival Sub Committee Meeting held on 28 July 2016 (Note Nos. 4-6) (**ENCLOSURE NO. 1**).

4. WAKES FESTIVAL 2016 : QUESTIONNAIRES

To consider the Wakes Festival 2016 questionnaires (**ENCLOSURE NO. 2**).

- 5. TO CONFIRM THE DATE FOR WAKES FESTIVAL 2017**
- 6. SPONSORSHIP**
- 7. ATTRACTIONS AND PA SYSTEM**
- 8. KP EVENTS INPUT**
- 9. SECURITY**
- 10. STALLS**
- 11. FIRST AID/ST JOHN AMBULANCE**
- 12. WALKIE TALKIES**
- 13. TABLE AND CHAIRS FOR THE TOWN COUNCIL GAZEBO**
- 14. PUBLICITY/BANNERS**

**NOTES OF AN INFORMAL MEETING OF THE WAKES FESTIVAL SUB-COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON THURSDAY 28 JULY 2016 COMMENCING AT 10.00 AM**

PRESENT

Councillor Mrs Stokes (Chairman)
Councillors Ennis and Stokes

In attendance

N Caine (Direct Services Manager)
Councillor Mrs Tranter (Chairman, Events Committee)
K Wilson (KP Events)
G Williams (KP Events)

4. APOLOGIES FOR ABSENCE

Councillor Bamborough

5. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

6. WAKES FESTIVAL

6.1 Discussion

A general discussion was held about the event. This included both positive and negative outcomes of this event. All people present were encouraged to participate and speak of all outcomes of the event, to lead to a better understanding of the requirements of a future event. There was a sense that the whole event was successful with 2000 people attending at the event and suggestions that the date should be altered and moved to a Sunday.

6.2 Requirement

During the discussions the following discussed items were regarded as positive:

No major incidents with parking
Stewards and volunteers reported as helpful
Gazebo and water facilities for dogs
Brass band
Toilets
Stallholders' charges
Co-ordination by KP Events and PA
Set-up co-ordination

No alcohol on sale
No Lost Children reported

During the discussions the following discussed items were regarded as negative:

Insufficient waste bins around venue
PA System only audible around Arena, not the whole venue
Cage Football
Magician required electricity supply (not available)
Choice of food
Skip delivery
No signs at Leisure Centre for vendors to park
Venue size too large

6.3 Direct Services Manager's Role

The DSM arrived at 8.30 am and carried out duties as previously allotted and amended when required.

6.4 Burntwood Leisure Centre

The Café at the Leisure Centre benefited through additional sales of food and drink.

6.5 Car Parking

Visitors that were expected to attend the Leisure Centre on the actual date of the Wakes Festival were given advance publicity to ask them to park at Chase Terrace Technology College (CTTC). A bus service for car parkers operated between the two destinations. The parking at CTTC was underused.

6.6 Push Kart Derby

Discussions centred around this event included:

More teams were required but set to a maximum limit of 8 or 9 Teams. This year there had been 5 teams entered.

The commentary provided by Rachael via Tamworth Community Radio was well received.

How to evaluate the correct type of Winning prize? Cash or prizes?

Public attendance was about 400 people.

At this point in the Meeting, KP Events left. The time was 11.30 am.

6.7 Afternoon Discussion

The afternoon session discussed what would be appropriate for future Wakes and Push Kart Derby events:

A larger variety of food choice and drinks
A larger Fair (this would require a heavier subsidy)
Printed handout Programme (A5 size)
Network to include Scouts and Guides and other Uniformed Organisations
Adhesive stickers to be placed on banners
Local Scouts and Guides involvement
Archery
PA System
Bowling and skittles
Jeux Sans Frontiers
Pig Roast
Donkey rides
Change of venue (COGS)

6.8 Street Procession

Members agreed to ascertain the possibility of a Street Procession. The discussed suggested route would commence at the Swan Island area proceed to the Aldi store island and terminate at the Leisure Centre.

6.9 Correspondence

Members agreed to send Thank You letters to all participants connected to the Wakes Festival and Push Kart Derby events.

6.10 Donations

RECOMMENDED that the following donations be given:

Flyball Dogs £100
Dog Training £50

(The Meeting closed at 2 pm)

Signed

Date