

Our Ref: MD

12 June 2014

**To: All Members of the Burntwood Wakes Committee**  
(Councillors Mrs Banevicius, Campbell, Constable, Mrs Evans, Mosson, Mrs Stokes and Taylor)

**Copy:** Rotary Club of Burntwood & District  
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 Thursday 19 June 2014** to consider the following business.

Yours sincerely

*M Danby*

**Mary Danby (Mrs)**  
**Town Clerk**

**PLEASE NOTE THE DATE OF THE MEETING**

#### **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 09 April 2014 (Minute Nos. 27 - 30) (**ENCLOSURE NO. 1** (presented at the Town Council meeting on 08 May 2014)).

#### **4. BURNTWOOD WAKES FESTIVAL 2014**

- To receive a verbal update by the Senior Admin. Assistant on preparations for the Festival's infrastructure (i.e. staging, sound, lighting, fencing, marquees, etc).
- To receive the latest budget report (to be tabled at the meeting)
- To receive a verbal update by the Town Clerk on preparations for the Festival.
- To agree the arrangements to be put into place for the Rotary Club of Burntwood & District to take the admission fees for the Burntwood Wakes Tribute Bands Concert on Saturday 19 July.

#### **5. BURNTWOOD WAKES FESTIVAL 2015**

To receive a verbal report on a potential alternative venue for the 2015 Festival.

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE  
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD  
ON WEDNESDAY 09 APRIL 2014 COMMENCING AT 6.00 P.M.**

**PRESENT**

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

**In attendance**

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

**27. APOLOGIES**

Councillors Mrs Banevicius and Constable.

**28. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**29. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Burntwood Wakes Committee held on 10 February 2014 (Minute Nos. 23 - 26) be approved as a correct record.

**30. BURNTWOOD WAKES FESTIVAL 2014**

- Mr Cooper advised the Committee orders had been placed, or were due to be placed for: staging, generators, cable ramps, PA system, lighting, marquees, etc.
- The Town Clerk advised that the Tyvek wristbands had been purchased ("tickets" for entry to the Saturday evening concert) but advice had been received that in the interests of security these should only be sold at the event, not prior to it.
- The Town Clerk advised that it had not been possible to book the Red Dragon Monster Truck for this year's Festival but a booking had been requested for the 2015 Festival at a cost of £250.
- The Town Clerk confirmed that an application was to be made to the Staffordshire County Council's Community Arts Fund. Councillor Campbell suggested that approaches be made to the We Love Burntwood Fund (utilising funds from the Ball & Birch Reynardson Education Foundation) promoting the young people focus of the Festival.

- The Town Clerk confirmed that arrangements were to be made in the near future for the "Burntwood Cake Off" competition which was to form part of the Family Fun Day attractions.
- The Town Clerk confirmed that approaches were being made to potential performers for the main stage during the Family Fun Day and it was hoped that it would be possible to confirm the draft programme for the Saturday afternoon in the near future.
- The Town Clerk confirmed that an insurance quotation for the Festival would be sought and put in place in the near future.

**RESOLVED That:**

- a) The above information be received and noted.
- b) The estimated expenditure and income as at 09 April 2014 be agreed.

(The Meeting closed at 6.47 p.m.)

Signed .....

Date .....