

Our Ref: JM

11 March 2019

To: **All Members of the Events Committee**

Councillors Mrs Tranter [Chairman], Stokes [Vice Chairman], Bamborough, Mrs Conolly, Ennis, Mrs Evans and Mrs Stokes

Copy: N Caine, Direct Services Manager

Dear Committee Member

EVENTS COMMITTEE

You are invited to attend a meeting of the Events Committee in **The Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH** on **Monday 18 March 2019 at 6:00 pm** to consider the following business.

Yours sincerely

Jayne Minor

Jayne Minor (Ms)
Senior Administration Officer

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTERESTS AND DISPENSATIONS**
To consider any declarations of interests and consider requests for dispensations.
3. **MINUTES: EVENTS COMMITTEE**
Chairman of the Events Committee to move that the proceedings of the meeting held on 04 February 2019 [Minute Nos. 59-68] be received and where necessary approved and adopted [ENCLOSURE NO. 1].

4. **NOTES OF A MEETING WITH THE FUN CLUB DATED 06 MARCH 2019 [ENCLOSURE NO. 2].**

5. **WAKES FESTIVAL 2019**
To receive a verbal progress report on action taken following the last meeting.
 - 5a. To consider a request from Crown [ENCLOSURE NO. 3].
 - 5b. To consider hiring the Hungry Hippos Game [4 players, suitable for all ages, at a cost of £275 plus VAT] [ENCLOSURE NO. 4].
 - 5c. To consider a request from Craig Pate [ENCLOSURE NO. 5].

6. **PLAY IN THE PARKS 2019**
To confirm the locations [if possible] and to discuss, consider and confirm what items of expenditure should be booked for the Play in the Parks Events for 2019.

7. **CHRISTMAS EVENTS 2019**
To receive a verbal progress report on action taken following the last meeting.

8. **SHORTEST FUN RUN**
To consider a request from K P Events.

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 04 FEBRUARY 2019 COMMENCING AT 6:01 PM**

PRESENT

Councillor Mrs Tranter [in the Chair]

Councillors Bamborough, Mrs Conolly, Ennis, Mrs Evans, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer [SAO]

59. APOLOGIES FOR ABSENCE

Mr Caine, Direct Services Manager.

60. 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.

61. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 07 January 2019 [Minute Nos. 52-58] be received and where necessary approved and adopted.

62. NOTES OF A MEETING WITH CROWN HIGHWAYS LIMITED AND THE BAKERY, CHASETOWN

Councillor Ennis made reference to an email which had been received from Ms Booth, The Bakery and confirmed that Lyndsey Kibble and her father [who owns the car park] have given their consent regarding a fixed Christmas tree at the top of Edwards Road as long as they do not have to care for the upkeep of the tree on the site. The Senior Administration Officer informed Members that this was the same arrangement as Bells Lane. Councillor Ennis informed Members that local businesses would arrange for the site to be cleared. Members were informed that Mr Caine had made enquiries as to Christmas tree availability at this time of year. However, as a secondary option Councillor Ennis suggested purchasing the Christmas tree now [payment in advance] and having the Christmas tree delivered later in the year in the hope that a fuller tree could be obtained [more branches].

RESOLVED That the Notes of the Meeting with Crown Highways Limited and The Bakery, Chasetown held on 15 January 2019 be received and noted.

63. NOTES OF A MEETING WITH PAT COLLINS FUN FAIR

Councillor Mrs Tranter made reference to the meeting with Pat Collins Fun Fair and stated that Mr Harris Junior had been very honest and explained that the Wakes Festival clashes with the Shifnal Carnival and therefore the scream ride would not be available. However, Mr Harris Junior confirmed that he would be able to provide the under 10's manned funfair rides for the same price as in previous years [i.e. £200 per ride] for the Wakes Festival, Play in the Parks and Christmas Festival. Mr Harris Junior confirmed that the scream ride would be available for the Christmas Festival.

Mr Harris Junior stated that he would make enquiries regarding an adult ride for the Wakes Festival however Councillor Mrs Tranter informed Members that Mr Harris Junior had been given a timeline of 28 February 2019.

RESOLVED That the Notes of the Meeting with Pat Collins Fun Fair held on 24 January 2019 be received and noted.

64. WAKES FESTIVAL 2019

The Senior Administration Officer informed Members that the 1st Burntwood Girls Brigade were able to assist with the distribution of the programmes.

Councillor Mrs Stokes made reference to the arena and stated that she had spoken to Rachel Shepherd [Tae Kwon Do] however no firm commitment had been made.

Members felt that different acts were needed for the arena and it was **AGREED** that Councillor Mrs Stokes would contact Steve Arnold [juggling and unicycling shows] to ascertain his availability, costings etc.

The Senior Administration Officer informed Members that there would be approximately 24 playing members that would be performing on the day for the Bridgtown Concert Show Band. It was **AGREED** that as the Bridgtown Concert Show Band were a registered charity that a donation of £150 be given.

The Senior Administration Officer informed Members that six food stalls had been signed up to date however two food traders had approached the Town Council and hopefully these would come to fruition.

The Senior Administration Officer informed Members that eleven charity stalls and twelve craft stalls had been signed up to date.

65. PLAY IN THE PARKS 2019

Councillor Mrs Tranter informed Members that on both Monday 05 August and Monday 19 August the Play in the Parks would be held at Chase Terrace Park in partnership with St John's Community Church.

Councillor Mrs Tranter informed Members that the Fun Club were hoping to go back into Open House.

Councillor Mrs Tranter informed Members that as soon as all the venues had been confirmed that contact would be made with Jamie Dodd, Health and Wellbeing Activator, Lichfield District Council to ascertain which dates Mr Dodd could undertake activities.

66. THE BIG LUNCH

Councillor Mrs Tranter informed Members that the Fun Club were holding the Big Lunch again this year [Sunday 09 June] and that a meeting had been arranged with Ms Bacon and Ms Crowley on Wednesday 06 March 2019.

67. CHRISTMAS EVENTS 2019

The Senior Administration Officer informed Members that the details of a replacement Santa had still not been received and it was **AGREED** that the Senior Administration Officer would follow up.

It was **AGREED** that Councillor Stokes would obtain email contact details for Munchies and the Post Office in order that a meeting could be arranged with interested parties.

It was **AGREED** that Councillor Stokes would speak to Seventeen43 Management regarding proper road closure signs and ascertain prices etc.

68. SHORTEST FUN RUN

Councillor Mrs Tranter made reference to Minute No. 58 [07 January 2019] and informed Members that K P Events had approach her with regard to holding the event again in 2019. Councillor Mrs Tranter informed Members that she would be speaking to K P Events to ascertain their thoughts, ideas etc.

[The Meeting closed at 6.40 pm]

Signed

Date

NOTES OF A MEETING HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON WEDNESDAY 06 MARCH 2019 COMMENCING AT 10:35 AM

IN ATTENDANCE

Councillor Mrs Tranter
Ms J Minor, Senior Administration Officer [SAO]
Ms Liz Bacon, Fun Club
Ms Kerry Crowley, Fun Club
Ms Sally Groves, Support Staffordshire
Ms Tasmin Turner, Youth Sports Development Officer

Big Lunch

Councillor Mrs Tranter welcomed everyone to the meeting and stated that initially the meeting was called to discuss the Big Lunch.

Ms Crowley confirmed that the Big Lunch would be held on Sunday 09 June from 12 noon until 4pm at Open House, Cherry Close. The Big Lunch would follow a similar format to last year as it was felt that the event went well.

Ms Bacon stated that the theme for the Big Lunch would be the Greatest Showman and it was hoped that the football club would become involved again. Ms Bacon stated that hopefully the event would include dancers, circus skills, graffiti man, afternoon tea etc. It was agreed that Councillor Mrs Tranter would contact the ice-cream man again. Ms Bacon asked if Councillors Mr and Mrs Stokes could approach the Co-op Store in Morley Road. Ms Crowley stated that they would be contacting fair share and Greggs.

Ms Groves gave a brief background into what was happening to Open House and explained that Support Staffordshire had completed a business case/bid to Staffordshire County Council relating to taking over Open House. Ms Groves stated that she had heard that the bid had been successful before Christmas. A draft lease had recently been received however the lease included both the building and the pitches and Support Staffordshire were only interested in the building as it was thought Midland Soccer Academy may be interested in leasing the pitches.

Councillor Mrs Tranter explained that she knew that there were problems with the roof and issues surrounding health and safety. Ms Groves was still hopeful for a completion of the lease by 01 April 2019. Ms Groves explained that the lease would be for a maximum of 3 years.

Councillor Mrs Tranter asked where funds to improve the building would come from and Ms Groves stated that these could be secured via smaller pots of money i.e. Screwfix, greener pots of funding etc and any surplus would go back into the building.

Ms Bacon explained that she had recently attended a police meeting where it had been established that anti-social behaviour had increased.

The Senior Administration Officer asked if there was a Plan B relating to an alternative location if Open House was not available and Ms Bacon stated that the event would have to be cancelled. It was agreed that mid-April would be the cut off date.

Wakes Festival

Councillor Mrs Tranter explained the format of the Wakes Festival to Ms Groves as she had not heard of or was aware of the Wakes Festival.

Ms Crowley asked the Senior Administration Officer if the Fun Club could become involved in the Wakes and also have a stall and it was agreed that the relevant information would be forwarded.

Ms Turner asked the Senior Administration Officer if Sports Development could become involved in the Wakes and also have a stall and it was agreed that the relevant information would be forwarded. Ms Turner asked if they could have the same spot as last year.

Play in the Parks

Councillor Mrs Tranter confirmed that the Play in the Parks events would be held on the following dates:

Monday 29 July –

Wednesday 31 July –

Monday 05 August – Chase Terrace Park

Wednesday 07 August – Open House

Monday 12 August –

Wednesday 14 August – Redwood Park

Monday 19 August – Chase Terrace Park

Wednesday 21 August – Redwood Park

It was agreed that the Fun Club would partner the Town Council on Wednesday 07 August [Open House] and Wednesday 14 August [Redwood Park].

When all venues had been confirmed it was agreed that the Senior Administration Officer would email Ms Turner as Ms Turner had indicated that the Sports Development Team would attend the events and bring along the archery, pop up tennis court etc.

Hi,

Thank you for your time on Friday speaking to me. I work for a company called Crown and we work with HS2 Ltd organising their events on their behalf.

They are in the process of trying to promote opportunities from the HS2 project around the areas affected by the route – how to get a job, apprenticeship or win contracts with HS2.

Burntwood Wakes Festival has been identified as a great opportunity to reach local people and they have asked me to find out if it is possible to get a space.

They have a 7m trailer that they would be looking to place.

Appreciate that the space gets booked up quickly, so it would be great if you could let me know if there are any available spaces and how we would go about securing it.

If you have any further questions please do not hesitate to get in touch.

Kind regards

Megan Mulholland

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ENCLOSURE NO. 3



ENCLOSURE NO. 4

GUESTS
15



ENCLOSURE NO. 4

Jayne Minor

Subject: FW: Craig Pate Singer/Songwriter

Hi Jayne

Thanks for getting back in touch!

That's great to hear! I have attached links of two songs from my YouTube channel. Hope you're having a nice day.

Thank you

Kind Regards
Craig Pate

<https://youtu.be/SkzrVAkiUTI>
<https://youtu.be/mz0GtPbXhkg>

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Hey there!

My name is Craig Pate I'm a Singer/Songwriter from the West Midlands and I'd to love to have a chat about possibly performing at this year's Burntwood Wakes. I'm more than happy to attach any links of my music and I look forward to hearing from you.

Thank you.

Kind Regards
Craig Pate

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ENCLOSURE NO. 5