



**Burntwood**  
TOWN COUNCIL

BONEY HAY  
BURNTWOOD  
CHASE TERRACE  
CHASETOWN

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Our Ref: MD

30 December 2014

**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  
S Lightfoot, BTS Implementation Officer

Dear Councillor

### **BURNTWOOD WAKES COMMITTEE**

The Burntwood Wakes Committee will meet at **Burntwood Library, Sankeys Corner, Burntwood at 6.00 p.m. on Thursday 08 January 2015** to consider the following business.

Yours sincerely

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

### **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 13 October 2014 (Minute Nos. 11 - 15) (**ENCLOSURE NO. 1**).

**4. EXCLUSION OF THE PRESS AND PUBLIC**

**The Chairman will move:**

That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**5. BURNTWOOD WAKES FESTIVAL 2015**

To discuss tenders for funding to put on an event(s) to combine to form the 2015 Burntwood Wakes Festival (**ENCLOSURE NO. 2 - PINK**)

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE  
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE  
ON MONDAY 13 OCTOBER 2014 COMMENCING AT 6.00 P.M.**

**PRESENT**

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

**In attendance**

Mrs M Danby, Town Clerk  
S Lightfoot, BTS Implementation Officer

**11. APOLOGIES**

Councillors Constable and Mosson.

**12. DECLARATIONS OF INTEREST**

None declared.

**13. MINUTES**

**RESOLVED** That the Minutes of the meeting of the Burntwood Wakes Committee held on 19 June 2014 (Minute Nos. 1 – 5) and the Notes of a Meeting held on 24 September 2014 (Note Nos. 6 – 10) be received and approved as a correct record.

**14. BURNTWOOD WAKES FESTIVAL 2014 – INSURANCE CLAIM**

The Town Clerk advised Members that the final invoice relating to the cancelled Festival had recently been received and copies of all the relevant invoices had now been provided to the Loss Adjusters and their decision was awaited.

**15. BURNTWOOD WAKES FESTIVAL 2015**

Members agreed that they wished to commission local organisations to deliver a programme of events which would form the 2015 Burntwood Wakes Festival. Mr Lightfoot tabled a draft Burntwood Wakes Tender Specification for Members consideration.

Members discussed the possibility of local organisations delivering events which would provide, for instance, a month of events making up the 2015 Festival and the possibility of a local organisation(s) arranging a Flower Show based around the Swan Island area (using funds from the current Burntwood in Bloom budget).

**IT WAS AGREED THAT:**

- a) The Tender Specification and associated documents be published by Mr Lightfoot on behalf of the Town Council and local organisations, including schools, be invited to express their interest in running an event.

- b) Mr Lightfoot was requested to compile an application form together with guidelines for applicants together with the application criteria against which applications will be considered (i.e. organisations need to show evidence of links to the Burntwood community, that they have proven ability to deliver, how they will engage with other local organisations and the community, evidence of insurance, etc).
- c) The applicants would need to consider the venue for their event, i.e. parks; Working Men's Clubs, pubs, churches, etc and make arrangements for use of such space as appropriate (any costs to be met from the funding applied for in the applicant's original tender).
- d) Should a commercial organisation wish to submit a tender they should be advised that they would need to demonstrate that there would be no profit generated in their own interests from the event.
- e) A maximum budget of £20,000 to be made available for the delivery of one or more events during the 2015/16 financial year – it was envisaged that the funding would be made available to several organisations rather than one.

**RECOMMENDED** That the Town Council include £20,000 in the 2015/16 budget for delivery of the 2015 Burntwood Wakes Festival.

(The meeting closed at 6.48 p.m.)

Signed .....

Date .....