

**MINUTES OF A MEETING OF THE CHRISTMAS FESTIVAL SUB-COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 10 OCTOBER 2016 COMMENCING AT 10.10 AM**

PRESENT

Councillor Stokes (in the Chair)
Councillors Mrs Conolly and Mrs Tranter

In attendance

Ms J Minor, Senior Administration Officer
Councillor Mrs Stokes
Pastor R Lewis, Emmanuel Church
Mrs V Bostrom, BBC
Ms K Hutchings, SCC (Library)

1. APOLOGIES FOR ABSENCE

Councillor Ennis
I Hopkins, Emmanuel Church
C Pugh, Beacon Community Church

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non pecuniary interest as one of the volunteers involved in the Christmas Festival is known to her.

3. CHRISTMAS LIGHTS SWITCH-ON PLUS CHOIR FOR CHRISTMAS CAROLS

Pastor Lewis informed Members that he had attended a Burntwood Churches United meeting last week and Linda Wood had stated that she would be organising a choir consisting of volunteers together with acoustic guitars. It was **AGREED** that the choir would undertake a 20 minute slot and be situated around the tree in relation to the switching on of the tree lights which would take place at 4.30 pm. It was **AGREED** that Pastor Lewis would liaise with Linda Hood who in turn would provide carols sheets in due course.

Councillor Stokes informed Members that he had spoken to the manager's son at Chase Plant Hire regarding the generator and flood lights.

Councillor Stokes informed members that he had spoken to Mr Chance who in turn had spoken to Keegan Hammond, a singer who had reached boot camp X factor in 2015.

It was **AGREED** that Councillor Stokes would speak to Mr Chance to ascertain if Mr Hammond is available for the Christmas Festival and if he would help with the switching on of the lights with the Chairman of the Council, perform with the choir and also perform a separate slot during the event.

It was **RECOMMENDED** that a programme with approximate timings and activities would be produced.

4. SANTA CHRISTMAS PRESENTS

Mrs Bostrom informed Members of a toy wholesaler in Belper, Derbyshire who open their doors for one day a year. It was **AGREED** that Mrs Bostrom would find out the exact location and date.

Councillor Stokes informed Members that he had spoken to the manager at Aldi in Burntwood regarding selection boxes and tubes of smarties. Members felt that the Christmas presents should be universal. Councillor Stokes was hopeful of obtaining the selection boxes at cost with Aldi hopefully providing the wrapping paper as part of their community contribution. It was **AGREED** that Councillor Stokes would again approach Aldi.

Pastor Lewis informed Members that Burntwood Churches United would be donating £200 to Munchies with regard to providing 200 people with a free coffee, tea, hot chocolate etc. It was **AGREED** that Mrs Bostrom would design the voucher to include Munchies, Burntwood Churches United and Burntwood Town Council's logos. The vouchers would be distributed to a cross selection of people.

Pastor Lewis informed Members that Emmanuel Church would be opening up their facilities for the youth of the community. Activities would include cage football and he asked that this be included in the programme.

5. CHRISTMAS PLAY BUS

The Senior Administration Officer informed Members that she had spoken to the Polly's Party Bus and had not received an email response outlining what they could offer and costings. It was **AGREED** that a further email would be sent to Polly's Party Bus and that the Direct Services Manager would obtain further information regarding other play buses.

6. ROTARY CLUB DONATION

Councillor Stokes gave background information into last year's Santa and this year's ideas to Members. The Senior Administration Officer informed Members that an email had been sent to the Burntwood Rotary Club but no response had been received. It was **AGREED** that a further email would be sent to Burntwood Rotary asking for a response within 14 days.

As an alternative, Ms Hutchings stated that the Library could accommodate the Santa. Mrs Bostrom suggested that a Mr and Mrs Santa and or elves could be provided.

7. ROAD CLOSURE APPLICATION

It was **RECOMMENDED** by Members that the road closure should start by the chicane by the end of Chaseview Nursing Home to the traffic lights at Barclays Bank. Cones would need to be placed across the road at Barclays Bank, at the end of the car park so that vehicles could not turn left and at the chicane by the end of Chaseview Nursing Home.

It was **AGREED** that the Direct Services Manager would liaise with Mary Lee, Staffordshire Highways with regard to obtaining some cones.

8. CHRISTMAS BUNTING AND LIGHTING

It was **RECOMMENDED** that Christmas bunting (17 material bunting) 12" x 8" waterproof pennants sewn onto 25mm folded heading tape would be purchased and that Councillor Stokes

would measure up (to include both sides of the shops and Emmanuel Church but not the former Tesco Express store).

Mrs Bostrom informed Members that the bunting could be attached to the brackets. It was **AGREED** that the Direct Services Manager would erect the bunting a few days before the event (weather permitting).

Mrs Bostrom said that the BBC would look at Christmas decorations/lighting at their meeting to be held on 02 November.

9. MAGICIAN

Pastor Lewis informed Members that the magician that he wanted to book was unavailable. It was **AGREED** that the Senior Administration Officer would email Pastor Lewis with the contact details of the person who was used for the Wakes Festival 2016.

Councillor Mrs Stokes informed members that the CAB would be opening up their offices on the 03 December.

10. LIBRARY - CHRISTMAS FAYRE STALLS

Ms Hutchings informed Members that the Library at the moment had capacity for 20 stalls. The Library would provide tables and chairs and that no public liability insurance was needed as this would come under SCC. Ms Hutchings informed Members that all staff were DBS checked and that they could, if needed, provide the lost children point.

It was **AGREED** that an email be sent to all stall holders who attended the Wakes Festival 2016 asking that they contact Mrs Chambers (pat.chambers@staffordshire.gov.uk) if they require a stall. Each stall is priced at £5.

It was **AGREED** that Councillor Mrs Tranter would speak to Councillor Mrs Fisher and Lizzie Thatcher regarding waiving of the fee for outside stalls.

11. WALKIE TALKIES

It was **AGREED** that Councillor Mrs Tranter would obtain the specification and name of the walkie talkies that she owns with a view to the Direct Services Manager obtaining costings.

12. ADVERTISING/BANNERS

Members **AGREED** not to pursue the email from Lizzie Thatcher regarding advertising in the sum of £360 for the ½ page. Members felt that it would be more beneficial for an A5 flyer to be produced and distributed to every primary school in Burntwood.

It was **AGREED** that the following quotations be obtained for the banner:

- a) Snowman, Christmas Festival, Saturday _____ December from 4 pm to 7 pm Sankey's Corner, Burntwood.
- b) Christmas Festival, Saturday _____ December from 4 pm to 7 pm Sankey's Corner, Burntwood.

It was **RECOMMENDED** that the banners would be situated at Emmanuel Church (1); Sankey's Corner (2); Co-op, Springhill (1); Elder Lane (1); OMCC (1) and on Rawlins Tyres fencing, Lichfield Road (if permission is granted) (1).

13. FIRST AID/ST JOHN AMBULANCE

Councillor Mrs Tranter informed Members that St John Ambulance attended the Play in the Parks at Cherry Close. It was **AGREED** that Councillor Mrs Tranter would obtain contact details and that the Senior Administration Officer would find out what St John Ambulance had charged previously.

14. PPL LICENCE/PRS LICENCE

It was **AGREED** that the Senior Administration Officer would purchase the PPL licence and PRS licence for the event.

15. ACTIVITIES

Councillor Stokes informed Members that the reindeer at Blithbury were not available. It was **AGREED** that the Senior Administration Officer would obtain costings for Christmas stilt walkers and petting reindeer.

Pastor Lewis said that he would consider and come back to the Sub-Committee with regard to accommodating the mini zoo (i.e. mini beasts and tarantulas, snakes, amphibians, lizards, mammals) in Emmanuel Church.

It was **AGREED** that the Direct Services Manager would check that the snow machines and bubble machine were in working order and that the machines had enough fluid.

It was **AGREED** that Councillor Mrs Tranter would speak to Barclays Bank regarding the use of their car park and that Councillor Mrs Stokes would speak to the Dentist on the High Street.

It was **AGREED** that once costings had been obtained the Senior Administration Officer would design a form (indicating what items needed sponsoring) so that Councillors Mrs Stokes and Stokes could approach companies direct for sponsorship.

(The Meeting closed at 12.40 pm)

Signed

Date

**MINUTES OF A MEETING OF THE WAKES FESTIVAL SUB COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON WEDNESDAY 12 OCTOBER 2016 COMMENCING AT 6.04 PM**

PRESENT

Councillor Mrs Stokes (in the Chair)
Councillors Mrs Conolly (substitute), Stokes and Mrs Woodward (substitute)

In attendance

Ms J Minor, Senior Administration Officer
Councillor Mrs Tranter, Chairman of the Events Committee

7. APOLOGIES FOR ABSENCE

Councillors Bamborough and Ennis.

8. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non pecuniary interest as one of the volunteers involved in the Wakes Festival is known to her.

9. NOTES: WAKES FESTIVAL SUB COMMITTEE

At the Town Council Meeting held on 21 September 2016 (Minute No. 68 refers), Members asked if a donation could be given to the Burntwood Lions, however, Members felt that this was a decision for the Events Committee to be held on 31 October 2016.

Members made reference to Note No. 6.2 (No major incidents with parking) and stated that there had been more vehicles coming onto the Leisure Centre than was expected. Councillor Stokes stated that parking signage promised by the Leisure Centre had not been forthcoming.

Members made reference to Note No. 6.2 (Toilets) and the amount of toilets on the site. Councillor Mrs Tranter stated that this was required by Mr Steven Langston, LDC's Health and Safety Manager.

Members made reference to Note No. 6.2 (PA system) and stated that the system was only audible around the arena area and not the whole venue.

Members made reference to Note No. 6.5 (Car Parking) and stated that the LDC Community Transport had been underused. Members were informed that the Manager of the LDC Community Transport scheme was the person who had left without permission or authority to do so. Councillor Mrs Tranter informed Members that she had instructed the Chief Executive Officer not to pay the invoice until a £40 reduction had been obtained. Members made reference to the excellent job undertaken by KP Events regarding marshalling of the car parking.

Members made reference to Note No. 6.8 (Street Procession) and stated that a straight forward simple route was a good idea. Members felt that the Wakes Festival needed to be firmed up and then the street procession could be looked at further. Councillor Mrs Woodward suggested asking school governors for their support as Members felt that school participation was low.

RESOLVED That the Notes of the Meeting of the Wakes Festival Sub Committee held on 28 July 2016 (Note Nos. 4-6) be received and where necessary approved and adopted.

10. WAKES FESTIVAL 2016: QUESTIONNAIRE

Members made reference to the fact that personal details appeared on the questionnaires. The Senior Administration Officer stated that this was not a public document but for Members only and the public document on the website only included the agenda and minutes (enclosure no. 1).

11. TO CONFIRM THE DATE FOR THE WAKES FESTIVAL 2017

Councillor Mrs Stokes stated that Councillor Mrs Tranter, the Senior Administration Officer and herself had had a meeting with Mr Stuart Hoddinott, Manager of BLC. It was **RECOMMENDED** that Saturday 01 July 2017 would be the date of the next Wakes Festival (12 noon until 4 pm).

12. SPONSORSHIP

Councillor Stokes informed Members that he was concentrating on the Christmas Festival sponsorship at the moment and that he had approached Ladbrokes and McDonalds. Councillor Stokes confirmed that the Burntwood Business Community and Mitchell Chance were already on board for the Christmas Festival.

Councillor Mrs Woodward suggested contacting Barratt Homes and Taylor Wimpey. Councillor Mrs Tranter stated that she would be approaching Barclays Bank as they have a community fund.

13. ATTRACTIONS AND PA SYSTEM

Members were informed that LDC's Environmental Health intended to have a Dog Banning Order in place prohibiting dogs on the football pitches by February/March 2017. The consequences of this would be that BTC could not have the dog obedience/training or the flyball dog agility for the Wakes day.

Members were informed that Mr Stevie Klonowski was on board again with regard to the PA system.

Councillor Mrs Stokes informed Members that she had texted Mr John Donnelly with regard to a celebrity opening the Wakes.

It was **RECOMMENDED** that the Mini Zoo comprising of mini beasts and tarantulas, snakes, amphibians, lizards and mammals would be booked at a cost of £350 (the cost includes their own gazebo, tables and chairs and 2 members of staff).

Members made reference to the inflatables (i.e. rodeo bull, assault course, arm sweep and small ones for younger participants) and asked that the Senior Administration Officer obtain three quotations for the inflatables.

Councillor Mrs Stokes made reference to two arenas (side by side) and asked that the Senior Administration Officer approach:

- Lichfield Morris Dancers

- Attitude Dance Group
- Lichfield Garrick (community outreach for the Wakes)
- Sam Goodburn (unicycle)
- Promenade Promotions
- Games Arena
- Wonder Wheelers
- Vander Wheel of Death Extreme
- Burntwood Girls and Boys Brigade (Band)
- Chase Terrace Scouts (Band)
- Peter Walker (black out tent to show films i.e. Wakes/World War I)

to obtain their availability and costings (if any)

Councillor Mrs Woodward made reference to Spark and asked that the Senior Administration Officer approach Spark to ascertain if they would be interested in providing a toddler den and fancy dress competition or if they had any ideas themselves.

Members made reference to Chasetown Football Club and Councillor Stokes asked for their details.

It was **RECOMMENDED** that Pat Collins Funfair would again be booked for three under 10's rides at a cost of £600.

It was **RECOMMENDED** that a programme would be produced.

Councillor Mrs Woodward agreed that she would again approach the Fire Service for both the Christmas Festival and the Wakes Festival.

14. KP EVENTS INPUT

Members felt that KP Events had done an excellent job in marshalling the car park.

It was **RECOMMENDED** that a quotation be obtained from KP Events for the following:

- Managing/marshalling of the car park
- Security (3 persons from 11 am until 5 pm)
- Stakes and tape for marking out pitches

15. CAR PARKING

Members were informed that Mr Hoddinott, Manager, BLC had indicated that he would again be willing to allow BTC use of the small car park and the hardcore for parking. It was **RECOMMENDED** that the Senior Administration Officer would again approach Abacus.

16. SECURITY

It was **RECOMMENDED** that BBP Security Services be approached to provide a quotation (3 persons from 11 am until 5 pm) and that Councillor Mrs Tranter would obtain the details for another security firm.

17. STALLS

Members felt that there was not enough food outlet stalls and felt that a variety was needed i.e. burger van, potato man, Indian food, paella, ice cream (2). Members suggested approaching Munchies to ascertain if they would be prepared to sell sandwiches etc.

It was **RECOMMENDED** that craft stallholders would be charged at £5 per pitch and charities/local community groups would be free and food stallholders would be charged at £30 per pitch.

18. FIRST AID/ST JOHN AMBULANCE

Councillor Mrs Woodward suggested contacting Mr John Walker regarding St John Ambulance in the first instance.

19. WALKIE TALKIES

Members felt that this was a decision for the Events Committee to be held on 31 October 2016.

20. TABLES AND CHAIRS FOR THE TOWN COUNCIL GAZEBO

It was **RECOMMENDED** that the Town Council would have a stall which would highlight the Burntwood Neighbourhood Plan, Burntwood Guide, rooms for hire at the OMCC and the event programme etc. It was agreed that Members would need to bring their own chairs.

21. PUBLICITY/BANNERS

Members made reference to staked placards (bright yellow and laminated sheets) being used around the town. It was **RECOMMENDED** by Members that the banners definitely needed to show the dates, time and venue and would be situated at the OMCC, Sankey's Corner, Swan Island, Elder Lane Park and Co-op (Springhill). It was **RECOMMENDED** that A5 flyers would again be produced.

22. PPL LICENCE/PRS LICENCE

It was **RECOMMENDED** that the Senior Administration Officer would purchase the PPL Licence and PRS Licence for the event.

(The Meeting closed at 7.47 pm)

Signed

Date