

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT  
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD  
ON MONDAY 13 JUNE 2016 COMMENCING AT 6.00 PM**

**PRESENT**

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

**In attendance**

Ms J Minor, Senior Administration Officer

**1. APOLOGIES FOR ABSENCE**

Councillor Mrs Woodward.

**2. 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.

**3. EVENTS**

**3.1 Play in the Parks**

Councillor Mrs Tranter gave a brief background into Play in the Parks and said that it is proposed to offer 8 fun events in the local parks of Burntwood during the summer for primary school age children and their families. This would consist of organised games, inflatable play equipment and children's entertainment. The key feature of the events was that they are free to local people.

Members were informed that a budget of £4,000 had been allocated for Play in the Parks, however, sponsorship had been sought from the Commissioner's People Power Fund (outcome should be known by mid-July), Lichfield District Safer Community Partnership (amount awarded £200) and Bromford Funding Application (outcome unknown).

Members were informed that South East Staffordshire CAB had also agreed to partner BTC on 09 August (Open House, Cherry Close) and 23 August (Elder Lane) and would be contributing £400 towards each of their events. Two volunteers from CAB will attend each event and they will bring a community safety banner and stand and will ask parents to complete a very short questionnaire.

Members were informed that the Fun Club had also agreed to partner BTC on the 09 August (Open House, Cherry Close) and that COGS had provided the building free of charge. St Matthews Cricket Club had agreed to free use of their facilities, so had Beacon Church (Redwood Park), St John's Community Church (Chase Terrace Park) and 1<sup>st</sup> Burntwood Scout Group (Elder Lane). Members were informed that the grand finale would be held at Chase Terrace Park.

Members were informed that Tasmin Turner, Youth Sports Development Officer from LDC (based at BLC) would be available to attend with some equipment on 09 August and 15 August.

Members were informed that the SPACE scheme had also agreed to partner BTC (dates to be confirmed by Lucie Ferneyhough from LDC).

Members were informed that banners would be positioned at key points in the town (Elder Lane Park, former Spar, Sankeys Corner and the OMCC) and that the Play in the Parks would be publicised on Facebook and Twitter and that an A5 leaflet would be distributed to every single primary school child.

It was **AGREED** that on the reverse of the A5 leaflet publicising the Play in the Parks the Wakes Day would also be publicised.

Members asked what the remainder of the money would be used for. Councillor Mrs Tranter said that we needed a contingency pot and that we would require sand for the sandpits and balls for the ball pits etc.

### **3.2 Burntwood Wakes Festival**

Councillor Mrs Stokes gave a brief background into the Wakes Festival and said that the Town Council had announced that this year's Wakes Festival was "coming home" to its traditional site at Burntwood Leisure Centre this summer. The Burntwood Wakes Festival will feature a free fun fair and other entertainment acts, and many stalls and attractions. It had already been agreed that KP Events (a specialist community and sports events management company based in Lichfield) would organise and manage (take full responsibility) on the day of the Wakes.

Members were informed that County Councillor Sheriff would be making a contribution from his community fund towards the Wakes.

Members were informed that Mr Sedgwick was donating the wheelbarrows for the scarecrow procession, Mr Chance was providing a generator and Mr Klonowski was providing a PA system.

It was **AGREED** that retrospective approval be given for the following expenditure:

- Advatonians Marching Jazz Band - £100.00
- Static Bird of Prey Display - £125

It was **AGREED** that the banners would be kept simple i.e. include the TC's logo, Wakes Festival, Free Family Fun Day, BTC 01543 677166 and the Facebook and Twitter symbols.

It was **AGREED** that 2016 and Questions 5 and 6 would be removed from the questionnaire and that 500 copies would be printed off and distributed randomly to people on the day by Councillors and volunteers together with a flyer publicising both the Play in the Parks and Xmas Festival (1,000 copies - back to back).

Members felt that a further meeting was needed with KP Events and it was **AGREED** that Members of the Committee would meet with KP Events on 17 June at BLC at 10.45 a.m.

Members suggested the following running order for the Arena:

<b>Organisation</b>	<b>Arena Time</b>	<b>Start</b>	<b>Finish</b>
1 <sup>st</sup> - Tae Kwon Do Club	40 mins	12.30 pm	1.10 pm
2 <sup>nd</sup> - Dog Agility	30 mins	1.10 pm	1.40 pm
3 <sup>rd</sup> - Advatonians	15 mins	1.40 pm	1.55 pm
4 <sup>th</sup> - Dog Obedience	20 mins	1.55 pm	2.15 PM
5 <sup>th</sup> - Zumba	30 mins	2.15 pm	2.45 pm
6 <sup>th</sup> - Attitude Dance	15 mins	2.45 pm	3.00 pm
7 <sup>th</sup> - Dog Obedience	20 mins	3.00 pm	3.20 pm
8 <sup>th</sup> – Advatonians	15 mins	3.20 pm	3.35 pm

Members suggested that when the acts were being introduced this would be an ideal opportunity to promote/mention the sponsors – this needed to be undertaken at every opportunity.

Members were informed that COGS would be involved but to what extent was questionable.

### **3.3 Push Kart Derby**

following the success of last year's Push Kart Derby it had previously been agreed that KP Events (a specialist community and sports events management company based in Lichfield) would again organise and manage (take full responsibility) for the Push Kart Derby.

Members were informed that Burntwood Library were on board and that they would be organising a summer fayre.

Members were informed that only four karts had entered the competition to date.

### **3.4 Christmas Festival**

Councillor Mrs Tranter gave a brief background into the Christmas Festival and said that around 3,000 people visited last year's event which featured fun fair rides, festive music from the Rugeley Power Station Brass Band, Burntwood Singers, a birds of prey display, Santa train, face painting and storytelling. Part of the road would again be temporarily closed for the event and it is hoped that several of the local shops would stay open late. The Town Council's aim was to make the event even better this year.

Members were informed that this year's event would also include the switching on of the Christmas Tree Lights at Sankeys Corner.

Members were informed that Burntwood Library were on board and that they would be organising a Christmas Fayre in the afternoon and would stay open until 7 pm so that people could use the facilities.

It was **AGREED** that after last year's mix up with the Santas that this item would be left until a future meeting.

## **4. ESTABLISHMENT OF SUB-COMMITTEES**

It was **AGREED** that members of the public and volunteers would be invited to attend the Sub-Committees so as to have an input.

**RESOLVED** That the following Members be appointed to the following Sub-Committees:

- a) **Play in the Parks:** Councillors Mrs Tranter (Chairman), Ennis, Stokes and Mrs Stokes
- b) **Wakes Festival:** Councillors Mrs Stokes (Chairman), Bamborough, Ennis and Stokes
- c) **Push Kart Derby:** No Members be appointed at this moment in time
- d) **Christmas Festival:** Councillors Stokes (Chairman), Mrs Conolly, Ennis and Mrs Tranter

## **5. TRAINING**

Councillor Mrs Tranter read out the following Minute extracted from the Minutes of the March 2016 Town Council meeting:

“Councillor Mosson informed Members that advice had been obtained from Ellis Whittam regarding Safeguarding training and DBS checks and that they had advised that BTC are not under any legal obligation to provide Safeguarding training, but DBS checks were necessary for staff, elected Members and volunteers working on Play in the Parks. Councillor Mosson said that all staff and relevant elected Members associated with Play in the Park and the Christmas Festival would be required to undertake Safeguarding (children, young people and vulnerable adults), a certified Level 1 on-line course offered by LearnDirect and that Enhanced DBS checks will be undertaken on these individuals through Staffordshire County Council (which is an authorised DBS Umbrella Authority).”

Members were informed that the Enhanced DBS check is a computer based form.

Members were informed that the LearnDirect course is computer based and that is it an audio course and either speakers or headphones are required.

### **5.1 Enhanced DBS Checks**

**RESOLVED** That the following Members agreed to apply for Enhanced DBS checks:

- Councillor Mrs Tranter
- Councillor Stokes
- Councillor Bamborough
- Councillor Mrs Conolly
- Councillor Mrs Stokes
- Councillor Ennis

It was noted that apart from Councillor Bamborough all Members would be submitting their Enhanced DBS applications using the Town Council’s IT suite.

### **5.2 Safeguarding (Children, Young People and Vulnerable Adults) Course (Level 1)**

**RESOLVED** That the following Members agreed to undertake the Safeguarding (Children, Young People and Vulnerable Adults) Course (Level 1):

- Councillor Mrs Tranter
- Councillor Stokes
- Councillor Bamborough

- Councillor Mrs Conolly
- Councillor Mrs Stokes
- Councillor Ennis

It was noted that apart from Councillor Bamborough all Members would be undertaking the Safeguarding (Children, Young People and Vulnerable Adults) Course (Level 1) using the Town Council's IT suite.

### **5.3 Paediatric First Aid Course**

Councillor Ennis asked if Councillor Mrs Woodward's reservations about first aid courses for Members could be minuted as she felt that it muddies the water between the Councillor role and that of officers and contractors.

Members asked if a volunteer could be included in the Paediatric First Aid Course at a cost to the Town Council.

#### **RESOLVED THAT**

- a) Company B be the preferred Paediatric First Aid Course at a cost of £110 per delegate.
- b) The following Members/officers agreed to undertake the Paediatric First Aid Course:
  - Councillor Ennis
  - Direct Services Manager

(The Meeting closed at 8.25 pm)

Signed .....

Date .....