

Our Ref: MD

03 February 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
Mrs J Bayley, 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 Monday 10 February 2014** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

PLEASE NOTE THE VENUE FOR THE ABOVE MEETING
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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 07 January 2014 (Minute Nos. 19 - 22) (**ENCLOSURE NO. 1** (presented at the Town Council meeting on 23 January 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 a verbal update by the Town Clerk on preparations for the Festival.

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON TUESDAY 07 JANUARY 2014 COMMENCING AT 6.30 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
Rotarian Richard Poynton

19. APOLOGIES

Councillors Mrs Evans, Mosson and Mrs Stokes and Mr Cooper (Senior Administrative Assistant).

20. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

21. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 24 October 2013 (Minute Nos. 15 - 18) be approved as a correct record.

22. BURNTWOOD WAKES FESTIVAL 2014

- Councillor Taylor had previously met informally with the Rotary Club of Burntwood and Rotarian Richard Poynton was invited to advise Members on how the Club could assist with taking admittance fees for the Saturday evening tribute band concert and the Sunday afternoon folk concert.

Rotarian Poynton said that the Club had agreed that it would be able to assist and that they would man a multi-point entrance to enable people to filter into the venue and thus ensuring that no-one was entering without payment. He asked that a facility be made available for the safe-keeping of cash – he was advised that suitable arrangements would be made by the Town Council. He was also advised at security would also be in attendance whilst entry fees were been taken.

Rotarian Poynton said that the Club would provide this service as part of their Service to the Community and it would not be seeking a donation for that service, though any donation made by the Town Council would be ploughed back into local charitable causes. He said that the Club had yet to decide if it wished to undertake a bucket collection on the Saturday evening – Councillor Taylor asked that if a

collection was made that one third of the proceeds should be donated to the Town Council Chairman's charities fund.

Members were advised that there would be a cost to collecting entry fees, i.e. the cost of the wrist bands and the donation (to be agreed) to be made to the Rotary Club.

Members were reminded that the Committee had previously agreed that an entry fee of £2.00 per adult would be charged for both the Saturday evening and Sunday afternoon concerts, children up to 15 years would be admitted free of charge if accompanied by an adult – unaccompanied children would be charged £2.00 each.

RESOLVED That a dialogue would be opened with the Rotary Club of Burntwood in order to conclude arrangements for entry fees to be taken on the Saturday evening only.

- Members were advised that a local company had offered to provide the Council with a sponsorship proposal document for a fee of approximately £275.

RESOLVED That the offer be declined.

- Councillor Taylor advised the Committee that arrangements were being made for additional entertainment to be provided on the stage during the Family Fun Day, such entertainment would not incur additional costs. The entertainment being progressed included an opportunity for people to learn to play the ukulele and perform en masse towards the end of the afternoon, a performance by the Lichfield & District Folk Dancers and the potential exists for young people to demonstrate new skills learnt in the circus workshop.

RESOLVED That the information be received and noted.

- Councillor Taylor advised the Committee that arrangements were being made for the Lichfield & District Poultry Club to hold their annual show during the Family Fun Day. The Show would see the Council providing a cup (to be presented bi-annually) and presentation certificates at an estimated £100 – this figure had already been included in the budget for the Festival.

RESOLVED That the information be received and noted.

- Councillor Taylor also advised the Committee that he was in informal discussions with antique dealers and a militaria expert to take space in the large marquee on the Saturday afternoon.

RESOLVED That the information be received and noted.

- The Town Clerk reported that a local business had provided a quotation to provide the firework finale (10minutes) at the close of the Saturday evening tribute band concert at a cost of £1,150 plus VAT. The supplier for the previous year's fireworks had come in with a quotation of £1,200 plus VAT.

RESOLVED That the quotation provided by the local business in the sum of £1,150 plus VAT be accepted.

- The Town Clerk was requested to ascertain whether the Police would provide cover in Church Street, Chasetown between 7pm – 11pm to alleviate potential problems for residents with people attending the Saturday evening tribute band concert.

(The Meeting closed at 7.25 p.m.)

Signed

Date