

Our Ref: MD

18 January 2012

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

CFI: Mrs J Bayley, Administrative Assistant

Dear Councillor

BURNTWOOD WAKES COMMITTEE

You are invited to attend a meeting of the Burntwood Wakes Committee at **Burntwood Library, Sankeys Corner on Thursday 26 January 2012 commencing at 6 pm** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

To approve the Minutes of the Meeting of the Burntwood Wakes Committee held on 27 October 2011 (Minute Nos. 16 - 19 2011, presented to the Town Council on 10 November 2011) (**GREEN ENCLOSURE**).

4. BURNTWOOD WAKES FESTIVAL 2012 – UPDATE

4.1 Tribute Bands Night: Friday 20 July

Several Committee Members, the Town Clerk and her husband recently saw a local Beatles tribute band perform and are of the opinion that they would be suitable for the BWF Tribute

Bands Night and **RECOMMEND** that they be booked by the Council to perform. The band has confirmed that their fee would be £550, payable at the event.

4.2 Craft Workshop – Family Fun Day: Saturday 21 July

A quotation has been received to deliver a "Jazzy name places" workshop catering for up to 500 participants at a cost of £489.40 (includes all materials). The Town Council would be required to provide tables/chairs to seat approximately 24 young people, as in 2011. The workshop would run as a "drop in" activity as places become available.

RECOMMENDATION That the quotation be accepted.

4.3 Fireworks Finale – Burntwood Festival Proms: Saturday 21 July

Two quotations have been received to provide a Firework Finale at the conclusion of the Festival Proms:

Company A

- a) A 10 minute display for £1,000 (plus VAT)
- b) A 15 minute display for £1,500 (plus VAT)

The company has also provided the following information:

"Please bear in mind that it is almost impossible to compare quotes from different firework companies as the products used will not be the same. We design our own fireworks and import them directly from our factory in the Far East, so you do get genuine factory prices and many effects that are totally unique to us.

It is also important to remember that if you fire before 10.00pm in July the fireworks need to be quite specialised, otherwise they won't be seen as it is barely dusk. We stock an excellent range of products that are designed for use in such conditions.

Having said that, if price is a key factor for you, we will be happy to provide a 15 minute display, with an enhanced finale (encore) at £1,250 plus VAT.

We would actually recommend that, for an even more spectacular show, it is worth considering a 10 or 12 minute display (keeping the expenditure at £1,250 plus VAT). 15 minutes is a relatively long time for a proms finale; most equivalent displays are 5 to 10 minutes. We could then give an even greater concentration of fireworks. The key factor in the determination of how visually impressive a display is, as far as spectators are concerned, is the 'expenditure per minute'. Long and drawn out, low budget displays are rarely well received.

Whatever you choose to do, we will always do our best to provide a safe and spectacular display."

Company B

We would normally charge £750 (plus VAT) for a 10 minute display and £1,000 (plus VAT) for a 15 minute display. However, because the event is taking place very near to us, and because we try and support our area, we would be happy to give a 50% discount off these prices. Also, we would, in fact, present an "enhanced" display, i.e. in each case we would increase the content by about 20%. Therefore our quotes are as follows:

- a) 10 minute display: £750 less 50% = £375.00 plus enhancement at no extra charge (plus VAT)
- b) 15 minute display: £1,000 less 50% = £500.00 plus enhancement at no extra charge (plus VAT)

These would be "sky filling" displays with lots of "wow" giving a memorable show of magical fireworks. We guarantee an excellent display, even more so with this being "on our door step".

The Committee is requested to decide which of the above quotations they wish to accept.

4.4 5k Road Race

Burntwood Leisure Centre regrets that they are unable to assist this year due to commitments relating to the Olympic Torch relay.

4.5 Inflatables

The following inflatable attractions have been booked at a total cost of £850 (plus VAT):

Double Lane Bungee
18 x 18ft Bouncy Castle
Space Hopper Grand Prix
Rodeo Bull

4.5 Verbal Update re staging, etc

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 27 OCTOBER 2011 COMMENCING AT 6.00 P.M.**

Present

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

In attendance

Mrs Mary Danby, Town Clerk
Brian Cooper, Senior Administrative Assistant

16. APOLOGIES

Councillor Constable.

17. DECLARATIONS OF INTEREST

None declared.

18. MINUTES

RESOLVED That the Minutes of the meeting of the Burntwood Wakes Committee held on 28 September 2011 (Minute Nos. 10 - 15) be received and approved as a correct record.

19. BURNTWOOD WAKES FESTIVAL: 20 – 21 JULY 2012

19.1 VENUE

Members were advised that Councillor Taylor and Mr Cooper had attended a meeting with representatives of Burntwood Rugby Club when they were informed that the Club had been successful in securing a grant award from the English RFU which would see the pitches on the top field refurbished and upgraded during the period May-August 2012. This has resulted in the whole of the 2012 Festival having to be contained on the bottom field.

Mr Cooper confirmed that the venue was workable and that it was large enough to house all the activities, attractions that had been on site for the 2011 Festival with the exception of the Fun Fair. There would therefore be no Fun Fair at the 2012 Festival.

Mr Cooper said that the venue would be more controllable and Councillor Taylor said that it should be easier to count the number of visitors to the Festival.

Mr Cooper said that there will be a need to litter pick the site early on the Saturday morning and after the Family Fun Day; it would also be necessary for the Portaloos to be restocked, cleaned, etc at the same time. He said that good traffic management will be necessary and radios will be used for this purpose. A temporary road (c10m) will be installed at the base of the metalled surface down to the field to protect the ground. Mr Cooper said that the orchestra will need to rehearse at another venue during the afternoon. He also said that the site survey map will be updated to incorporate a grid which will help in setting-up the various elements that make up the Festival.

Members asked that a formal agreement be signed between the Rugby Club and the Council to protect both parties.

Members asked that consideration be given to a raffle being held to raise monies for the Chairman's Charities, such raffle to be run on both the Friday and Saturday evenings.

Mr Cooper said that quotations were being sought for the stage, sound and lighting system and these would be confirmed at the next meeting of the Committee.

RESOLVED That:

- a) The Rugby Club be requested to provide an Agreement for consideration and signature by the Town Clerk on behalf of the Council.
- b) Members be requested to volunteer to staff the entrance to the site to sell raffle tickets.

19.2 FRIDAY 20 JULY 2012 (EVENING) TRIBUTE BAND NIGHT

The Town Clerk confirmed that "Swede Dreamz", an Abba tribute band, had been booked and the contract had been signed. Confirmation was still awaited from the Beatles tribute band. A local act would be invited to perform during the interval and to act as compere for the evening.

RESOLVED That the information be received and noted.

19.3 SATURDAY 21 JULY 2012 FAMILY FUN DAY

The Town Clerk confirmed that bookings had been made and contracts had been signed for:

- National Festival Circus (plus wandering juggler and wandering magician)
- MAD BMX Stunt Team
- Gamegoer Gundog and Falconry Display ("Full Monty" option, to include dogs, birds of prey and ferrets)

Approaches had been made for:

- Children's Craft Workshop
- Inflatable attractions (double bungee space hopper grand prix and 18 x 18 ft bouncy castle)
- 5k Road Race

RESOLVED That the information be received and noted.

19.4 SATURDAY 21 JULY 2012 BURNTWOOD WAKES FESTIVAL PROMS

The Town Clerk advised Members that the Staffordshire Festival Orchestra was available and had being booked. Their Deputy Director had been requested to act as compere for the evening. A local singer, Dean Swift, had been booked to provide entertainment during the interval.

Two companies had been requested to provide quotations to provide a Fireworks Finale.

RESOLVED That the information be received and noted.

19.5 BURNTWOOD WAKES WEBSITE

The Town Clerk had approached the current holder of the www.burntwoodwakes.co.uk domain name with a view to it being transferred to the Council. They had set a price of £500 for the Council to purchase the domain name; the Council would also have to identify a

company to host the website at a further annual cost. The Town Clerk felt that the cost was excessive and had consequently sought two quotations for an entirely new website:

Company A

3 Year Licence for a new website as sub-domain of the Council's existing website	£300 + VAT
Annual hosting fee	£400 + VAT
No charge for application support	
No charge for the web site	

Company B

New website designed and hosted for one year	£350 + VAT
Annual domain renewal and hosting fee thereafter	£100 + VAT

The Town Clerk confirmed that both companies use Content Management System for maintaining and updating the websites, as is the case with the Council's website.

RESOLVED That:

- a) The Council decline to buy the existing Burntwood Wakes domain.
- b) The Council accept the quotation from Company B to provide a new website designed to the Council's requirements and hosted for one year at a cost of £350 + VAT, and domain renewal and hosting thereafter at a cost of £100 + VAT.

(The Meeting closed at 6.50 p.m.)

Signed

Date