

**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