

Our Ref: MD

24 October 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 the **Town Council's offices, Unit 1 Lambourne House, Bridge Cross Road, Burntwood on Thursday 01 November 2012 commencing at 6.00pm.**

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

To approve the Minutes of a Meeting of the Burntwood Wakes Committee held on 19 September 2012 (Minute Nos. 11 - 17) (**ENCLOSURE NO. 1**).

4. BURNTWOOD JUBILEE FESTIVAL 2012 – INSURANCE CLAIM

To receive a verbal update on progress to date with regard to the insurance claim lodged following the cancellation of the 2012 Festival.

5. BURNTWOOD WAKES FESTIVAL 2013 - UPDATE

To receive a verbal update on progress to date.

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON WEDNESDAY 19 SEPTEMBER 2012 COMMENCING AT 6.30 P.M.**

PRESENT

Councillor Taylor (in the Chair)
Councillors Campbell, Mrs Evans and Mrs Stokes

In attendance

Mrs M Danby, Town Clerk
B Cooper, Senior Administrative Assistant

11. APOLOGIES

Councillor Mrs Banevicius, Constable and Mosson

12. DECLARATIONS OF INTEREST

None declared.

13. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 11 July 2012 (Minute Nos. 6 - 10) be approved as a correct record.

14. BURNTWOOD WAKES REVIEW COMMITTEE RECOMMENDATIONS

RESOLVED That the Burntwood Wakes Review Committee recommendations be received and noted.

15. BURNTWOOD JUBILEE FESTIVAL 2012 – CANCELLATION INSURANCE

The Town Clerk gave an update with regard to the Cancellation Insurance claim.

RESOLVED That an update be provided to the next meeting of the Committee.

16. BURNTWOOD WAKES FESTIVAL 2013

RESOLVED THAT:

- a) As far as possible, the programme as set for the 2012 Burntwood Jubilee Festival be arranged for the 2013 Festival.
- b) An external promoter be invited to organise entertainment for Sunday 21 July, such arrangements to be made totally independently of the Town Council and at their commercial liability, i.e. no costs whatsoever to fall to the Town Council.

17. PURCHASE REQUESTS

The Senior Administrative Officer sought permission to purchase some small items, i.e. banners with Erasmus Darwin Academy printed on them rather than Chasetown Specialist Sports College and replacement "No Parking" cones – the total cost would be under £1,000.

RESOLVED That the above purchased be agreed subject to the total net cost not exceeding £1,000.

(The Meeting closed at 6.55 p.m.)

Signed

Date