

MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON WEDNESDAY 10 JANUARY 2018 COMMENCING AT 6:00 PM

PRESENT

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

In attendance

Ms J Minor, Senior Administration Officer (SAO)
N Caine, Direct Services Manager (DSM)
One member of the public

51. APOLOGIES FOR ABSENCE

Councillors Mrs Conolly and Ennis.

52. 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.

53. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 04 December 2017 (Minute Nos. 44-50) be received and where necessary approved and adopted.

54. EVENTS 2017: BUDGET BREAKDOWN

The SAO stated that £150 for the Glow Party activity needed to be deducted from the overall costings. The DSM stated that approximately £400 for racking for the shed, plastic boxes and gazebo spares (which had previously been agreed but not yet spent) will need to be deducted from the overall costings.

Councillor Mrs Tranter stated that at the Burntwood in Bloom meeting held on 08 January 2018 she had recommended taking into account Lichfield District Council's proposed changes to Parish Council Local Council Tax Support Grant from 2018/19, and the fact that Burntwood Town Council would be losing in excess of £19,000, that the £4,000 budgeted for Burntwood in Bloom should be deleted from the budget as she felt that this was not cost effective. This would be confirmed (or otherwise) at Full Council on 18 January 2018.

Councillor Mrs Tranter stated that at the Burntwood in Bloom meeting the Committee had discussed a project to erect three tier troughs and mounted planters to be placed on main

thoroughfares around the Town and the cost of this could come from the 2017/18 Events Committee budget as the monies would go back into the pot if not spent before April 2018. Councillor Stokes mentioned the planters at Sankey's Corner and Councillor Mrs Tranter confirmed that this matter had been discussed at the Policy and Resources Committee meeting held on 08 January 2018 where it was resolved to defer this matter until such time as the "environmental improvements" meeting at Sankey's Corner with officers from Lichfield District Council and Councillors had taken place as the Town Council did not want to undertake the work if the funding could come from Staffordshire County Council. Councillor Mrs Tranter stated that the cost of the planters will not come out of the Events budget (they will come from a different budget/cost centre).

Councillor Stokes stated that the Town Council had done well in obtaining the level of sponsorship in 2017/18.

Councillor Mrs Evans stated that the Town Council needed to still aim for more sponsorship and volunteers in the future taking into account the loss of the Local Council Tax Support Grant from Lichfield District Council.

Councillor Mrs Tranter clarified that she had always asked for the said budget because the sponsorship was not guaranteed.

The DSM mentioned first aid cover at the Play in the Parks events and the fact that the Town Council may need to employ St John's Ambulance as he could not be expected to undertake first aid as well as erecting gazebos etc. Councillor Mrs Tranter did not agree with this and felt that the DSM could undertake the first aid cover, in light of the fact that he had been trained to do so, the number of incidents reported in previous years and the number of volunteers at each venue to undertake the other tasks.

RECOMMENDED TO FULL COUNCIL That the Burntwood in Bloom aspect comes under the Events Committee budget.

55. WAKES FESTIVAL 2018

55.1 Burntwood Leisure Centre

Councillor Mrs Tranter stated that the Town Council had received the following comments from Mr Hoddinott, Leisure Operations Manager, Burntwood Leisure Centre:

"Yes we have met with Freedom regarding the capital works at BLC.

From our meeting they have indicated that construction work will be in full swing during the summer, final plans and timescales are still to be decided. The meeting on the 4th was an initial board meeting to talk through draft plans and proposals. Further meetings have been planned for the New Year to finalise and agree the works.

They have indicated that regardless of works, disruption to our usual day to day business will be minimised, albeit this is inevitable.

It is likely that there will be construction vehicles, cabins and compounds on site throughout the development.

The works may or may not affect your event, it's too early to say. One thing you need to be aware of is we won't be able to offer you the designated car parking areas for the wakes, i.e the 32 spaces next to the basketball court. Until we get a definite plan of construction we may need every car parking space we have for our own customers whilst the works are going on.

You may also have cabins and construction contractors located at the rear of the building next to the wakes arena due to the proposed alterations on the first floor. These plans haven't been circulated or agreed as yet, so until it is confirmed we can't say that it will or won't affect the wakes event. I just need to make you aware

As there are extensive alterations to both the first and second floor at the centre we can't commit as yet our contribution towards the wakes day. Having spoken to Freedom they are very keen to use the day to get out there and showcase the centre and to gain interest from the capital works that are due to take place. The only areas that we know will be 100% available on that day will be the pool and sports hall.

Whilst I am happy for you to still host your event at BLC, I need to make you aware that the site will be in the middle of structural capital works on both the first and second floors and may have an effect on parking, construction cabins, compounds and contractors.

If you wish to discuss further then please let me know."

Councillor Mrs Stokes felt the reply from Mr Hoddinott was non-committal. Councillor Stokes raised concerns regarding the loss of the 32 parking spaces next to the basketball court. Councillor Mrs Tranter stated that the Town Council can only do their best to minimize the problems when they occur.

55.2 Pat Collins Fun Fairs

Councillor Mrs Tranter made reference to a meeting which had been held with Anthony Harris on 06 November 2017 where it was agreed that Mr Harris would report back on the following two options:

- a) Pat Collins Fun Fairs to provide the fun fair rides for free in exchange for control of the food outlets;
- b) Pat Collins Fun Fairs to provide a cost for three under 10's rides, the scream ride and a family ride.

Members were informed that Mr Harris had confirmed that option (a) was not viable. It was **PROPOSED** that Mr Harris would be informed of the date of the Wakes Festival 2018 and that a further meeting to discuss option (b) would be arranged.

55.3 Stalls

Councillor Stokes reminded Members that at previous meetings a "food quarter" had been discussed so that a diversity of food stalls could be available for members of the public.

It was **PROPOSED** that the stalls would be priced as follows:

Catering Stalls - £50 per stall

Craft Stalls - £8 per stall
Charity Stalls - £0 per stall

It was **PROPOSED** that previous stallholders would be approached again.

55.4 Entertainment

It was **PROPOSED** that the SAO would chase up organisations who had not yet responded i.e. security, lost children etc.

It was **PROPOSED** that a quotation would be obtained from the Chase Play Bus and face painter.

It was **PROPOSED** that an email be sent to Chasetown Football Club in the first instance to ascertain if they were in a better position this year to man a stall at the Wakes.

Councillor Mrs Stokes confirmed that Travelwood were on board for this year and it was **PROPOSED** that Councillor Ennis would deal with this aspect of the Wakes Festival.

It was **PROPOSED** that a meeting would be arranged with Gary Williams from Seventeen 43 Management.

56. PLAY IN THE PARKS EVENTS 2018

It was **PROPOSED** by Members that the Play in the Parks events would commence week commencing 30 July 2018 and that Councillor Mrs Tranter would approach the various venues and report back in due course.

57. CHRISTMAS FESTIVAL 2018

Members mentioned planning application 17/01586/COU (conversion of building to form 3 no. units within the footprint of the existing building, comprising of 1 no. 24 hour gym (D2) and 2 no. retail units (A1), including 4 no. new disabled parking spaces and bin store with associated landscaping) relating to the former Tesco Express store and the effect this could have on the Christmas festival.

It was **PROPOSED** that Saturday 01 December 2018 would be the date for the Sankey's Corner Christmas Festival with the week before for the switching on of the lights for Boney Hay and High Street, Chasetown (dates yet to be determined).

It was **PROPOSED** that an email be sent to Chris Pugh asking if he would be willing to do the PA again this year.

57.1 Entertainment

It was **PROPOSED** that a quotation would be obtained from the Chase Play Bus, face painter, festival train (yellow George with the one longer carriage with lockable doors) and mini zoo.

It was **PROPOSED** that an email would be sent to the 1st Chase Terrace Scout Band enquiring about their availability for a donation of £50.

57.2 Stalls

It was **PROPOSED** that the stalls would be priced as follows (the same as the Wakes Festival):

Catering Stalls - £50 per stall

Craft Stalls - £8 per stall

Charity Stalls - £0 per stall

57.3 Santa

Members felt that the Santa (as a whole) worked well in the Library however Members felt that he needed to speed up and the tickets system did not work. It was **PROPOSED** that a meeting would be arranged with the Library to discuss this year's Christmas Festival.

(The Meeting closed at 7.20 pm)

Signed

Date