

Our Ref: MD

17 May 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 24 May 2012 commencing at 6.30 pm** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

| |
|--|
| <p>PLEASE NOTE THE VENUE FOR THE ABOVE MEETING.</p> |
|--|

AGENDA

- 1. APOLOGIES**

- 2. DECLARATIONS OF INTEREST**

- 3. MINUTES**

To approve the Minutes of the Meeting of the Burntwood Wakes Committee held on 18 April 2012 (Minute Nos. 29 – 33) (**ENCLOSURE NO. 1**).

4. BURNTWOOD WAKES FESTIVAL 2012 – UPDATE

4.1 Budgeted Expenditure/Anticipated Sponsorship – Update (to be tabled at the meeting)

4.2 Programmes for each element of the Festival (to be tabled at the meeting)

5. JUBILEE BUNTING AND BANNERS

To consider a proposal to put up the Jubilee bunting and banners on Friday 20 July and take them down on Monday 23 July for a total cost of £100 (two people at £50 each).

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON TUESDAY 06 MARCH 2012 COMMENCING AT 6.00 P.M.**

Present

Councillor Taylor in the Chair
Councillors Mrs Banevicius and Mrs Evans

In attendance

Mrs Mary Danby, Town Clerk
Brian Cooper, Senior Administrative Assistant
Pastor Rod Lewis

24. APOLOGIES

Councillors Campbell and Mrs Stokes

25. DECLARATIONS OF INTEREST

None.

26. MINUTES

RESOLVED That the Minutes of the meeting of the Burntwood Wakes Committee held on 26 January 2012 (Minute Nos. 20 - 23) be received and approved as a correct record.

27. BURNTWOOD JUBILEE FESTIVAL - UPDATE

27.1 Burntwood Festival Proms

Members were advised that the Staffordshire Festival Orchestra had confirmed the following programme would be performed (subject to availability of orchestral parts):

| | |
|------------------------------------|------------------|
| The Three Elizabeths | Coates |
| Crown Imperial - Coronation March | Walton |
| Orb and Sceptre – Coronation March | Walton |
| Coronation Scot | Vivian Ellis |
| Scenes from the Nutcracker | Tchaikovsky |
| The Dambusters March | Coates |
| Greensleeves | Vaughan Williams |
| The Blue Danube Waltz | Strauss |
| Music for the Royal Fireworks | Handel |
| London Suite | Coates |
| Fantasia on British Sea Songs | Sir Henry Wood |
| Rule Britannia | Arne |
| Nimrod from the Enigma Variations | Elgar |
| Jerusalem | Parry |
| Pomp and Circumstance March no. 1 | Elgar |

RESOLVED That the information be received and noted.

27.2 First Aid Cover

Councillor Taylor reported that he had obtained a quotation from the local St John Ambulance (SJA) in the sum of £170 for the whole event. The SJA contact had advised that the Council did not need to book an ambulance for the event and that should an incident occur which required an ambulance the 999 service should be called. The reasons for this advice were that the SJA vehicle does not have precedence on the road and their operatives are not first responders, unlike the NHS service.

RESOLVED That the SJA quotation be accepted subject to a formal letter being provided setting out the advice with regard to not using their ambulance.

27.3 Fire Cover

Councillor Taylor advised Members that he would be contacting the local Fire & Rescue Service to ask them to provide a tender and fire risk assessment for the Festival.

RESOLVED That the information be received and noted.

27.4 Income and Expenditure Estimate

Members received the latest income and expenditure breakdown (**Annex 1**) Members were informed that Councillor Taylor was approaching local businesses to encourage them to sponsor the Festival and that other avenues of funding were to be explored by the Town Clerk.

Members noted that there was an anticipated overspend in the region of £4,000 (if the proposed Sunday event were to be ahead – see Minute No. 28).

RESOLVED THAT:

- a) The information be received and noted.
- b) The Town Council be requested to allocate an additional funds to a maximum of £5,000 on the proviso that efforts continue to be made to secure additional sponsorship to offset the cost of organising the Festival.

28. SUNDAY 22 JULY – PROPOSED FOLK CONCERT

Members were advised that despite attempts to secure an external promoter no-one had agreed to take up the opportunity to stage an event similar to those held in previous years (BWC Minute No. 23.6 refers).

An opportunity had arisen for a Folk Concert to be held from 2pm – 6pm and several folk bands had already expressed an interest in performing on that date for no payment (other than light refreshments being provided). It had already been put to the bands that no entry fees charged for the afternoon concert. It was also stressed that sponsorship is being sought to defray some of the costs of the proposed concert.

The proposed folk concert would see the Town Council being responsible for staging the event, i.e. security, stage, sound, lighting, at an anticipated cost of £1,550.

RECOMMENDATION That the Town Council agree to stage a Folk Concert on Sunday 22 July 2012 from 2pm - 6pm subject to:

- No appearance fees being paid
- Light refreshments to be provided for the various bands
- No entry fee to be charged to the event

(The Meeting closed at 7.20 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON WEDNESDAY 18 APRIL 2012 COMMENCING AT 6.30 P.M.**

PRESENT

Councillor Taylor (in the Chair)

Councillors Mrs Banevicius, Campbell, Constable, Mrs Evans and Mosson

In attendance

Mrs Mary Danby, Town Clerk

29. APOLOGIES

None received.

30. DECLARATIONS OF INTEREST

None declared.

31. MINUTES

RESOLVED That the Minutes of the meeting of the Burntwood Wakes Committee held on 06 March 2012 (Minute Nos. 24 – 27) be received and approved as a correct record.

32. BURNTWOOD JUBILEE FESTIVAL 2012 – UPDATE

32.1 Tribute Bands Night – Friday 20 July

Councillor Taylor reported that due to their other commitments over the Festival weekend, the Staffordshire Men were no longer able to appear or compere the evening. A replacement compere, Tony Barrett, had been secured for a £100 fee.

Councillor Taylor also asked that as many Members as possible make themselves available to undertake a collection during the evening.

RESOLVED That the information be received and noted.

32.2 Family Fun Day – Saturday 21 July (afternoon)

a) Councillor Taylor reported that he had been involved in negotiations which would see The King's Axe Man (as seen in the Staffordshire Hoard publicity) to display instruments of torture within a small enclave as part of the Family Fun Day for a £100 appearance fee.

RESOLVED That a decision on including this attraction in the event be deferred as Members were unsure of the message being given to young people in permitting the display of instruments of torture at a family event.

b) Public Information Marquee

Councillor Taylor reported that there had been a low response from local organisations to take up space in the marquee and he suggested that a reduced space be made available to the arts and crafts workshops (participants seating reduced from 24 to 16 for each workshop) and the remaining space could then be made available for local sponsors to enable them to have a presence if they wished.

RESOLVED That the above suggestion be agreed.

c) Questionnaires

IT WAS AGREED That questionnaires should be given out at the entrance to the site by Councillors as well as being made available on the shuttle transportation and the Town Council’s stand in the Public Information Marquee.

32.3 Burntwood Jubilee Festival Proms – Saturday 21 July (evening)

Members noted that arrangements for the evening were already in place and Councillor Taylor again asked that as many Councillors as possible make themselves available to undertake a collection during the event.

32.4 Folk Concert – Sunday 22 July

Councillor Taylor advised Members that the Folk Concert would run from 2pm – 6pm, with the bands assembling from 12 noon. The following bands would all be performing free of charge:

- | | |
|------------------------------------|------------------------------|
| Knoxville Highway | The Staffordshire Men |
| Sons of Professor Long Hair | The A.F.T. Band |

Councillor Taylor also advised Members that a local caterer had agreed to provide a buffet for 30 people prior to the concert commencing at no cost to the Council or the bands.

RESOLVED That the above arrangements be agreed.

33. BUDGETED EXPENDITURE/ANTICIPATED SPONSORSHIP

Councillor Taylor informed Members that some of the costs relating to the stage, etc had been trimmed and the take up from local businesses to sponsor the Festival was very encouraging. It was hoped that the combination of reduced costs and increased sponsorship would see the Festival net expenditure being retained within its original £40,000 budget.

RESOLVED That the information be received and noted.

(The meeting closed at 7.25 p.m.)

Signed

Date