



Burntwood
TOWN COUNCIL

BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

Tel: 01543 677166/671228
Email: info@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: MD/jm

15 May 2017

To: All Members of the Events Committee

Councillors Mrs Tranter (Chairman), Stokes (Vice Chairman), Bamborough, Mrs Conolly, Ennis, Mrs Stokes and Mrs Woodward

Copy: Councillor Mrs Evans
N Caine, Direct Services Manager

Dear Committee Member

EVENTS COMMITTEE

You are invited to attend a meeting of the Events Committee in **The Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH** on **Monday 22 May 2017 at 6.00 pm** to consider the following business.

Yours sincerely

MDanby

Mary Danby (Mrs)
Chief Executive Officer

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES: EVENTS COMMITTEE

Chairman of the Events Committee to move that the proceedings of the meeting held on 24 April 2017 (Minute Nos. 65-74) be received and where necessary approved and adopted (**ENCLOSURE NO. 1**).

4. **PLAY IN THE PARKS 2017 UPDATE (ENCLOSURE NO. 2)**
5. **WAKES FESTIVAL 2017 UPDATE (ENCLOSURE NO. 3)**
6. **CHRISTMAS FESTIVAL 2017 UPDATE**
7. **EXCLUSION OF THE PRESS AND PUBLIC**

The Chairman will move:

That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

8. **CONFIDENTIAL MINUTES: EVENTS COMMITTEE**

Chairman of the Events Committee to move that the proceedings of the meeting held on 24 April 2017 (Minute Nos. 73-74) be received and where necessary approved and adopted (**ENCLOSURE NO. 4 - PINK**).

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 24 APRIL 2017 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Bamborough, Mrs Conolly, Ennis, Stokes, Mrs Stokes and Mrs Woodward

In attendance

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

65. APOLOGIES FOR ABSENCE

None as all Members were present.

66. 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.

67. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 27 March 2017 (Minute Nos. 52-64) be received and where necessary approved and adopted.

68. NOTES OF A MEETING WITH THE COMMUNITY SAFETY OFFICER, LDC AND FUN CLUB

Councillor Mrs Tranter informed Members present that the Fun Club would again be working in partnership with the Town Council relating to the Play in the Parks events. The Fun Club had agreed to attend on Monday 31 July at Open House and Monday 07 August at St Matthews and they would be providing a BBQ at both events, old fashioned sports (e.g. egg and spoon race), crafts and a tuck shop. Councillor Mrs Tranter explained that the Fun Club would be applying for funding from the SPACE programme and Bromford.

Councillor Mrs Tranter informed Members that the Police and Crime Commissioner, Matthew Ellis had asked if he could come along to one of the Play in the Parks events and Councillor Mrs Tranter confirmed that Mr Ellis would be attending on Wednesday 09 August from 12 noon (Redwood Park).

Councillor Mrs Tranter informed Members that Ms Celia Houghton, Arts Development Officer, Lichfield District Council would be bringing along 14 4ft MDF letters with stacks attached to spell out Play in the Parks. Councillor Mrs Tranter made reference to Minute

No. 58 - 27 March 2017 (notes of a meeting with the Arts Development Officer, LDC) and confirmed that the cost would be £50.

Councillor Mrs Tranter informed Members that Progressive Sports who offer structured activities had been booked for two of the Play in the Parks events namely Wednesday 02 August (Elder Lane Park) and Wednesday 09 August (Redwood Park). Councillor Mrs Tranter stated that three different structured activities would be provided on each date and that the soccer tots under 5's football would be provided free of charge. Councillor Mrs Tranter confirmed that the Progressive Sports and the Fun Club would attend on different dates (would not clash).

Councillor Mrs Tranter informed Members that the Fun Club would speak to COGS regarding a sweep of the grass on the morning of 31 July so that all glass etc is removed prior to the start time.

Councillor Mrs Woodward made reference to the terrible state of the football pitches and stated that she had recently spoken to County Councillor Terry Finn and now that they had started to hire out the football pitches it was hoped that their condition would improve.

RESOLVED That the Notes of a Meeting with the Community Safety Officer, LDC and Fun Club held on 29 March 2017 be received and noted.

69. PLAY IN THE PARKS 2017 UPDATE

Councillor Mrs Tranter informed Members that everything was fairly well booked at this stage however, the Forest of Mercia who had attended last year (encouraging planting of seeds and small plants) had been approached again but no reply had been received. Councillor Mrs Woodward said that she would speak to SPARK regarding contact details.

69.1 PLAY IN THE PARKS: FLYER

Councillor Mrs Woodward made reference to the Town Council's general duty of care under the Disability Discrimination Act however agreed with Councillor Mrs Stokes with regard to the wording "Disability Friendly" (Open House, Cherry Close) and felt that the Town Council could be open to criticism. It was **AGREED** that the wording "Disability Friendly" would be removed from the poster and that Councillor Mrs Tranter would speak to Mr Wells. Members agreed that the "dates" should appear larger on the flyer.

70. MINUTES: WAKES SUB COMMITTEE

Councillor Mrs Stokes made reference to Minute No. 39 - Staffordshire Corps of Drums and informed Members that she had left messages for Mr Hoddinott, Manager, Burntwood Leisure Centre and was awaiting a response.

Councillor Mrs Stokes made reference to Minute No. 41 - Queen's Sapphire Jubilee and informed Members that she had spoken to the Burntwood Breast Care however as they were already having a stall, they would have to speak to other ladies further afield.

RESOLVED That the Minutes of the Meeting of the Wakes Sub Committee held on 19 April 2017 (Minute Nos. 34-41) be received and where necessary approved and adopted.

71. WAKES FESTIVAL 2017 UPDATE

71.1 WAKES FESTIVAL: CLASSIC CAR SHOW: FLYER

Councillor Mrs Tranter informed Members that feedback regarding the cost of the Classic Car Show had appeared on Facebook. Councillor Ennis stated that other Classic Car Shows were usually subsidised (entrance fee). It was **AGREED** that the fee of £25 would remain the same however the flyer should include some "wording" regarding how the monies will be split (charities).

71.2 WAKES FESTIVAL: ADVERT (TOWNTRADER)

Members felt that the wording "Family Fun Day" needed to be bigger, the word "free" to appear in red and the free arena displays could be separate on the advert. Councillor Mrs Tranter suggested a water mark of "Free Entry". The Senior Administration Officer reminded Members of the closing date for the TownTrader.

71.3 WAKES FESTIVAL: BANNERS

It was **AGREED** that the date, time and venue would appear on the banners.

71.4 WAKES FESTIVAL: PROGRAMME

Members felt that the programme needed to emphasise the word "free" and that volunteers would be needed to handout the programmes. Councillor Mrs Stokes stated that she would let the Senior Administration Officer have the appropriate wording to be included in the programme as soon as possible.

72. CHRISTMAS FESTIVAL 2017 UPDATE

Councillor Stokes informed Members that he had spoken to Chase Plant Hire and as part of their donation/contribution towards the Christmas Festival they would be providing any cones, fencing, barriers, etc free of charge.

The Direct Services Manager made reference to the electrical supply which was needed at the three locations (3 no. fixed 13A twin sockets complete with RCD protection - £195 plus VAT) and it was **AGREED** that this work would be carried out.

73. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

74. CONFIDENTIAL MINUTES: EVENTS COMMITTEE

RESOLVED That the Confidential Minutes of the Meeting of the Events Committee held on 27 March 2017 (Minute Nos. 63-64) be amended to read:

64. PLAY IN THE PARKS - COGS UPDATE (Local Government Act 1972 Schedule 12A Part 1 (2))

Councillor Mrs Tranter informed Members that she had spoken to Mr Wells this year and had asked if Burntwood Town Council could use Open House (same conditions as last year i.e. no charge) and Mr Wells had agreed to this. After discussions, we agreed that Play in the Parks could be held at Open House on Monday 31 July 2017 from 11 am until 3 pm at a cost of £50; that they would provide volunteers to help with the car parking and that Open House would be promoted as disability friendly.

(The Meeting closed at 6.52 pm)

Signed

Date

Play in the Parks

FREE fun events in Burntwood



Parks this Summer from 11 am to 3 pm

Monday 31 July - Open House, Cherry Close

Wednesday 2 August - Elder Lane Park

Monday 7 August - St Matthews Cricket Ground

Wednesday 9 August - Redwood Park

Monday 14 August - Chase Terrace Park

Wednesday 16 August - Elder Lane Park

Monday 21 August - Chase Terrace Park

Wednesday 23 August - Redwood Park



Fun Club



COGS

Disability Friendly



Crafts from the
Arts Development Officer



Butterflies
Face Painting

Face Painting



BONEY HAY
BURNWOOD
CHASE TERRACE
CHASETOWN



St John's Community C

ENCLOSURE NO. 2

CLASSIC CAR SHOW

BURNTWOOD WAKES



Burntwood Leisure Centre
High Street, Chasetown
Burntwood
Staffordshire WS7 3XH

SATURDAY 1st JULY
12 noon - 4pm

ENTRY COST PER CAR £25

TWO CLASSES

Pre 1960's 1st, 2nd, 3rd trophies
Post 1960's 1st, 2nd, 3rd trophies

Judging will take place during the afternoon and trophies will be presented at 3.00pm
Judges are Andy Waters, Managing Director & John Donnelly, Director of CBR Motors



Net proceeds from the Classic Car Show will be donated 50/50 between:-
'Practical Classics' magazine charity
Chairman, Burntwood Wakes charity

To confirm your entries please contact us
T: 01543 422625 E: enquiries@cbrmotorbodies.co.uk
Unit 1 Oakland's Business Park
Lower Road
Hednesford
WS12 2UZ



Pat Collins ESTABLISHED 1875
FUN FAIRS

travelwood  Mini Bus Hire

*Butterflies
Face Painting*



N & J's Chemist,
Burntwood

**A free festival
of family fun
& entertainment
in Burntwood**

Saturday
1 July 2017
at Burntwood
Leisure Centre
from 12 noon
until 4pm

Look out for
our exciting
programme for
this free fantastic
community
event




Burntwood
WAKES FESTIVAL 17

BOLEY HAY
BURNTWOOD
CHASE TERRACE
CHASSETOWN

www.burntwood-tc.gov.uk

Saturday 1st July 2017
From 12 noon - 4 pm
Burntwood Leisure Centre
High Street
Chasetown, Burntwood

Welcome

to the Burntwood Wakes Festival 2017

It is with great pleasure to welcome the Burntwood Wakes Festival back for the 2nd year on its 'home ground' here at the Leisure Centre.

We have so much going on for all the family, and everything is **FREE**.

A big thank you to all our sponsors, officers, volunteers and everyone who is taking part, for making today possible.

We are celebrating the Queen's Sapphire Anniversary and we have members of the military to join us. Look at for your free hats and flags towards the end of our Festival, for a bit of Land of Hope and Glory.



and have a
erful afternoon

'am Stokes
man
wood Town
:il

ENCLOSURE NO. 3

FREE Arena attractions throughout the Wakes Festival include:

- 12.05 pm to 12.30 pm - Staffordshire Corps of Drums
- 12.35 pm to 12.55 pm - Attitude Juniorz and Seniorz
- 1.00 pm to 1.30 pm - Dog Obedience/ Training
- 1.35 pm to 2.00 pm - Uttoxeter Heart of Oak Morris Men
- 2.05 pm to 2.25 pm - Attitude Juniorz and Seniorz
- 2.30 pm to 3.00 pm - Dog Obedience/ Training
- 3.05 pm to 3.30 pm - Uttoxeter Heart of Oak Morris Men
- 3.35 pm to 4.00 pm - Staffordshire Corps of Drums

NB: All times are approximate

FREE Ongoing attractions throughout the Wakes Festival include:

- Wonder Wheelers
- Games Arena
- Inflatables
- Pat Collins Funfair
- Face Painter
- The Animal Man (Mini Zoo)
- Balloon Modeller
- Punch and Judy
- Smile Bus
- Combat Robots
- Army Reserves
- Classic Car Display
- Community Safety Information Stalls
- Craft Stalls
- Charity Stalls
- Catering Stalls

CLASSIC CAR SHOW

BURNTWOOD WAKES

Burntwood Leisure Centre
High Street, Chasetown
Burntwood
Staffordshire WS7 3XH



SATURDAY 1st JULY
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seeds from the Classic Car Show will be donated 50/50 between:-
'Practical Classics' magazine charity
Chairman, Burntwood Wakes charity

To confirm your entries please contact us
: 01543 422625 E: enquiries@cbrmotorbodies.co.uk
Unit 1 Oakland's Business Park
Lower Road
Hednesford
WS12 2UZ

ENCLOSURE NO. 3

Thank you to all who helped and
contributed to the Wakes Festival



*Butterflies
Face Painting*



Programme



Saturday 1st July 2017
From 12 noon - 4 pm
Burntwood Leisure Centre
High Street
Chasetown, Burntwood