

Our Ref: MD

03 July 2013

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
Mrs J Bayley, Administrative Assistant

Dear Councillor

BURNTWOOD WAKES COMMITTEE

You are invited to attend a meeting of the Burntwood Wakes Committee in the **Meeting Room, rear of Burntwood Library, Sankeys Corner, Burntwood on Wednesday 10 July 2013 commencing at 6.15 pm.**

Yours sincerely

Mary Danby (Mrs)
Town Clerk

PLEASE NOTE THE MEETING VENUE

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

To approve the Minutes of a Meeting of the Burntwood Wakes Committee held on 23 May 2013 (Minute Nos. 1 - 4) (**ENCLOSURE NO. 1**).

4. BURNTWOOD WAKES FESTIVAL 2013 - UPDATE

- To receive a verbal update on progress to date.
- To receive the Estimates for the Festival (as at 03 July 2013) (**ENCLOSURE NO. 2**)

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT LAMBOURN HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 23 MAY 2013 COMMENCING AT 6.00 P.M.**

PRESENT

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

In attendance

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

1. APOLOGIES

Councillors Mrs Banevicius and Constable.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 18 April 2013 (Minute Nos. 32 - 35) be received and approved as a correct record.

4. BURNTWOOD WAKES FESTIVAL 2013 - UPDATE

Members were advised that:

- 4.1 **Craft Fayre and Public Information Marquees:** Two marquees had been booked: 1 No. 80 ft x 40 ft and 1 No. 200 ft x 40 ft.
- 4.2 The ground works (BWC Minute no. 35.4 refers) had been completed and the Rugby Club would write giving the undertaking sought at the previous meeting, i.e. that the Council can use the site for the Wakes Festival until at least 2016.
- 4.3 The Town Clerk was requested to ascertain if the mobile police station was available for the Festival.
- 4.4 Members were advised that a live music act had yet to be secured for the Family Fun Day – **IT WAS AGREED** that music would be played through the PA if a music act could not be secured.
- 4.5 Councillor Taylor reported that two local caterers had agreed to provide refreshments free of charge on the Friday evening (artistes), Saturday lunchtime (staff and volunteers) and Sunday lunchtime (artistes).

4.6 Councillor Taylor said that he was still seeking a band to play at the Sunday Folk Concert to complete the line-up – Councillor Mrs Stokes said she had a contact which she would follow up on behalf of the Committee.

4.7 Members received the latest Estimates and were pleased to see that anticipated income would mean that the Council’s budget would not be exceeded.

(The Meeting closed at 6.35 p.m.)

Signed

Date

BURNTWOOD WAKES FESTIVAL 2013

ESTIMATES AS AT 03 JULY 2013

	2012	2013
	£	£
EXPENDITURE		
FRIDAY EVENING ENTERTAINMENT	1,500	1,075
FRIDAY EVENING MANAGEMENT FEE	300	300
SATURDAY AFTERNOON ENTERTAINMENT	6,105	3,864
SATURDAY MANAGEMENT FEE	300	300
SATURDAY EVENING ENTERTAINMENT	2,950	2,950
COMPERE	200	200
REFRESHMENTS	250	270
FIREWORKS	1,625	1,250
COACH FOR ORCHESTRA	0	350
STAGING	3,650	3,650
CABLE TRACK	230	480
GENERATORS	665	420
GENERATORS - FUEL	900	400
PA SYSTEM	2,000	2,000
LIGHTING CREW	3,200	3,200
GROUND CREW	4,000	4,000
OTHER CREW	500	500
BUNTING - ERECTION & REMOVAL	0	100
MARQUEES & FURNITURE	4,795	5,170
FIRST AID COVER	170	745
FIRE COVER	100	110
LOST CHILDREN COVER	0	0
SECURITY	3,700	4,245
POLICE	960	0
SECURITY FENCING	900	990
TRAFFIC MANAGEMENT	425	425
RUBBISH SKIPS	280	400
MOBILE TOILETS	1,220	1,220
MOBILE TOILETS - HOSPITALITY	700	700
PUBLICITY	2,300	1,680
INSURANCE	1,800	1,790
COACH & COMMUNITY TRANSPORT	655	655
PATHWAY - CLEARANCE	40	40

PATHWAY - LIGHTING	300	300
PARKING	300	400
MISCELLANEOUS	1,000	1,000
HIRE RUGBY CLUB	1,000	1,000
ROAD	1,500	1,500
REPAIRS TO PITCH	3,000	3,000
CONTINGENCY	1,000	1,000
TOTAL EXPENDITURE	54,520	51,679
INCOME		
LICHFIELD DISTRICT COUNCIL	3,000	2,750
STAFFS CC LOCAL MEMBERS INITIATIVE	2,500	1,655
STAFFS CC COMMUNITY ARTS FUND	800	800
LCP SPONSORSHIP	4,000	4,000
LOCAL SPONSORSHIP	5,125	4,050
CRAFT STALLS	250	225
BURNTWOOD TOWN COUNCIL	40,000	40,000
TOTAL INCOME	55,675	53,480
NET EXPENDITURE	-1,155	-1,801