

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON TUESDAY 13 NOVEMBER 2018 COMMENCING AT 6:00 PM**

PRESENT

Councillor Mrs Tranter [in the Chair]
Councillors Bamborough, Mrs Conolly [from 6:09 pm], Ennis, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer [SAO]
N Caine, Direct Services Manager [DSM]

41. APOLOGIES FOR ABSENCE

Councillors Evans.

42. 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.

Councillor Ennis declared a disclosable non-pecuniary interest in respect of any items of business which relate to the BBC.

43. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 15 October 2018 [Minute Nos. 34-40] be received and where necessary approved and adopted.

44. NOTES OF A MEETING WITH BURNTWOOD LIBRARY - 05 NOVEMBER 2018

Councillor Stokes made reference to the cones and stated that it was hoped that the cones provided by Chase Plant Hire Limited would be jet washed before being delivered to the Library. It was anticipated that the cones would be delivered either on Thursday pm [29 November] or Friday am [30 November]. The SAO asked Councillor Stokes if he could inform the Library when the date and time is known. Councillor Stokes confirmed that he was in the process of making a template for the cones so that Councillor Mrs Stokes could dress the cones. Councillor Ennis stated that he would check what fabric he had available for dressing the cones.

The DSM made reference to the take down of the gazebo on Monday 03 December at 8.00am and asked if the gazebo could be removed after the event had finished. The DSM stated that this would take approximately 30 minutes. It was **AGREED** that the SAO would contact Ms Chambers at Burntwood Library to ascertain if this was a possibility.

Councillor Mrs Tranter reiterated to the DSM the importance of the battery operated lights.

Councillor Mrs Stokes confirmed that she had hand delivered the letter to the Fire Station.

It was **AGREED** that a site meeting would be held on Monday 19 November commencing at 10.30am in Munchies Café.

The SAO confirmed that Mr Allen had not made contact with the office and that the person provided by Ms Chamber was already booked. Councillor Stokes suggested contacting Merlins Magic Show who may be able to assist. It was **AGREED** that the SAO would contact Merlins Magic Show to ascertain Mr Cheesbrough's availability.

Councillor Mrs Tranter reiterated to the DSM the importance of the PA system [hand held mic].

RESOLVED That the notes of the meeting with Burntwood Library held on 05 November 2018 be received and noted.

45. CHRISTMAS FESTIVAL 2018

Councillor Ennis made reference to the Library staff/volunteers helping Santa within the grotto and informed Members that unfortunately this was now not the case. However, Councillor Ennis confirmed that his daughter together with a friend would be Santa's helpers for the whole duration [4.15pm to 6.45pm]. Councillor Mrs Tranter thanked Councillor Ennis.

The DSM confirmed that the banners [for all three events] had been erected around the Town. Councillor Mrs Stokes asked if the vampire boards could be used and erected one week before the 01 December event. It was **AGREED** that the vampire boards would be used and erected one week before the event.

Councillor Stokes confirmed that the Co-op [Morley Road] were on board for the Boney Hay Event and Chasetown Event and would be providing free mince pies and undertaking a raffle.

Councillor Mrs Stokes confirmed that she would be contacting Mr Chance in order to ascertain whether or not he was in a position to sponsor the Christmas Santa Train this year [to a value of £500].

With regard to the programme it was **AGREED** that 750 would be produced to be handed out at the Boney Hay Event and Chasetown Event.

It was **AGREED** that the SAO would approach County Councillor Mrs Fisher to ascertain if there was any funds available from her Staffordshire Local Community Fund to go towards the Christmas Festival [01 December].

It was **AGREED** that Councillor Mrs Stokes would personally visit and target the same companies who donated last year.

It was **AGREED** that Councillor Ennis would personally visit and encourage shop owners to stay open for the Chasetown Event.

It was **AGREED** that the deadline for the sponsors to be included on the programme would be Wednesday 21 November 2018 and it was **AGREED** that the logos apart from Burntwood Town Council's would be removed from the 01 December poster to avoid "overcrowding".

It was **AGREED** that Councillor Ennis would distribute 25 Chasetown Event posters and 25 Sankey's Corner Event posters; Councillor Mrs Stokes would distribute 15 Boney Hay posters and 30 Sankey's Corner Event posters and Councillor Bamborough would distribute 20 Sankey's Corner Event posters to the shops at Swan Island.

Boney Hay Event

It was **AGREED** that

- 1 gazebo would be provided by the Town Council
- 3 burners would be available for the event so that tea and coffee could be provided as well as mulled wine
- Councillor Stokes would provide the fruit etc to go with the mulled wine
- DSM would provide a PA and LED lighting
- Councillor Stokes would provide background music
- DSM would arrange for barriers to be erected around the rooted tree
- Donation pot would be provided for the Chairman's charities

Chasetown Event

It was **AGREED** that

- 1 gazebo would be provided by the Town Council
- 3 burners would be available for the event so that mulled wine could be provided
- Councillor Stokes would provide the fruit etc to go with the mulled wine
- DSM would provide a PA and LED lighting
- Councillor Stokes would provide background music
- Councillor Stokes to arrange for some cones to be provided
- Donation pot would be provided for the Chairman's charities
- Councillor Ennis to speak to Cameron Homes to ascertain if Councillors' vehicles could be parked on the front of their premises

Christmas Festival

It was **AGREED** that

- 1 gazebo would be provided by the Town Council for Santa
- 1 gazebo would be provided by the Town Council for the mulled wine etc
- 1 gazebo would be provided for St John Ambulance
- 3 burners would be available for the event so that mulled wine could be provided
- Councillor Stokes would provide the fruit etc to go with the mulled wine
- DSM would provide a PA and LED lighting
- Councillor Stokes would provide background music
- Donation pot would be provided for the Chairman's charities
- A generator was needed for Mr Pugh
- Barriers to be discussed at the site meeting scheduled for 19 November

46. WAKES FESTIVAL 2019

Councillor Mrs Tranter confirmed that Freedom Leisure had confirmed that Saturday 29 June 2019 was accepted.

The SAO confirmed that three food stalls had already been booked however Councillor Stokes stated that a minimum of six food stalls would be needed so that a food quarter could be created.

Councillor Mrs Stokes confirmed that Mr Klonowski [Event Commentator] would not be undertaking the task for 2019. It was **AGREED** that the SAO would email Mr Pugh to ascertain his availability.

It was **AGREED** that the SAO would contact the acts etc who appeared in 2018 to ascertain their availability and costings [if applicable] for 2019.

[The Meeting closed at 7.15 pm]

Signed

Date