

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 31 OCTOBER 2016 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

Ms J Minor, Senior Administration Officer

14. APOLOGIES FOR ABSENCE

Councillor Bamborough and Stokes.

15. 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.

16. MINUTES: EVENTS COMMITTEE

Members made reference to Minute No. 13 (Update of the Christmas Festival) and the donation to the Burntwood Rotary Club. Members were informed that the offer of the donation was to avoid the "bucket shaking" scenario.

Members made reference to Minute No. 11.1 (Wakes Festival) and asked how the meeting went with Mr Hoddinott, Manager of Burntwood Leisure Centre. Members were informed that the meeting went well and that the Manager was happy to hold the Wakes Festival again in 2017.

RESOLVED That the Minutes of the Meeting of the Events Committee held on 19 September 2016 (Minute Nos. 6-13) be received and where necessary approved and adopted.

17. MINUTES: CHRISTMAS FESTIVAL SUB-COMMITTEE

The Senior Administration Officer updated Members on progress to date.

Members made reference to Minute No. 3 (Christmas Lights Switch-On plus Choir for Christmas Carols) and asked whether the choir was available. It was **AGREED** that confirmation would be sought from Pastor Lewis.

Members made reference to Minute No. 4 (Santa Christmas Presents) and asked if Mrs Bostrom had confirmed the exact location and date of the toy wholesalers open day. It was **AGREED** that Mrs Bostrom would be contacted again.

Members were informed that Mr Rakesh Doal had agreed that the frontage of the former Tesco Express building together with the electricity supply could be used for the Christmas Festival. It was **AGREED** that a letter be sent to Mr Rakesh Doal.

Members made reference to a balloon modeller. It was **AGREED** that Councillor Mrs Woodward would obtain details via Sparks Burntwood.

Members made reference to Minute No. 12 (Advertising/Banners) and it was **AGREED** that 7 banners would be ordered to include the "snowman".

Members made reference to Minute No. 12 (Advertising/Banners) and were informed that the Christmas booklet advert would only be paid out of the Christmas Festival budget if the monies were vired over.

Members made reference to Minute No. 13 (First Aid/St John Ambulance) and were informed that a quotation had been received in the sum of £73.60 plus VAT. It was **AGREED** that St John Ambulance would be booked.

Members made reference to Minute No. 15 (Activities) and were informed that Emmanuel Church would accommodate the mini zoo. It was **AGREED** that the mini zoo would be booked.

Members were informed that Barclays Bank do not own the building or the car park, however, each branch has an allocated funding pot and it was **AGREED** that Councillor Mrs Tranter would approach Barclays Bank again in the New Year.

RESOLVED That the Minutes of the Meeting of the Christmas Festival Sub-Committee held on 10 October 2016 (Minute Nos. 1-15) be received and where necessary approved and adopted.

18. MINUTES: WAKES FESTIVAL SUB-COMMITTEE

The Senior Administration Officer updated Members on progress to date.

Members made reference to Minute No. 13 (Attractions and PA System - Chasetown Football Club) and were informed that contact had been made with the Club and a meeting had been arranged.

Members made reference to Minute No. 17 (Stalls) and it was **AGREED** a total of 50 charity and craft stalls plus community stalls.

Members made reference to Minute No. 18 (First Aid/St John Ambulance) and were informed that a quotation had been received in the sum of £184 plus VAT. It was **AGREED** that St John Ambulance would be booked.

Members made reference to the mini zoo and it was **AGREED** that the mini zoo would be booked.

Councillor Ennis informed Members that he had spoken to Travel Wood Mini Bus Hire who had informed him that they would be happy to provide the vehicles and petrol free of charges, however, a donation would be needed towards driver expenses.

Members made reference to advertising in the Visit Lichfield Guide and it was **AGREED** that the Wakes Festival 2017 would be advertised in the Visit Lichfield Guide at a cost of £120. Councillor Ennis confirmed that Haywoods Contracts Limited would sponsor this advertisement in the sum of £120.

RESOLVED That the Minutes of the Meeting of the Wakes Festival Sub-Committee held on 12 October 2016 (Minute Nos. 7-22) be received and where necessary approved and adopted.

19. DONATION - BURNTWOOD LIONS CLUB

RESOLVED That a donation be made to Burntwood Lions Club in the sum of £100.

20. WALKIE TALKIES

Members made reference to how robust the walkie talkies were and how many walkie talkies were needed. Members felt that the SL3000, UHF radios, complete with 2200mAh battery, antenna, fast charger and 2 years warranty at a cost of £105 plus VAT per unit looked suitable however, Members asked that the Direct Services Manager obtains advice from Gary Williams (Seventeen 43 Management) before an order is placed.

21. WAKES 2017 BANNER

Members felt that the banner for the 2016 Wakes could be utilised again and the new banner should read:

Saturday _____ July
Burntwood Leisure Centre
12 noon until 4 pm

Width: 8 ft; Height: 1.5 ft

(The Meeting closed at 7.45 pm)

Signed

Date