

Our Ref: MD

04 July 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 Wednesday 11 July 2012 commencing at 10.00 a.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

PLEASE NOTE THE TIME AND VENUE FOR THE ABOVE MEETING.

AGENDA

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**

To approve the Minutes of the Meeting of the Burntwood Wakes Committee held on 24 May 2012 (Minute Nos. 1 - 5) (**ENCLOSURE NO. 1**).

- 4. BURNTWOOD WAKES FESTIVAL 2012 – UPDATE**

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 24 MAY 2012 COMMENCING AT 6.40 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
B Cooper, Snr Administrative Assistant

1. APOLOGIES

Councillor Campbell

2. DECLARATIONS OF INTEREST

Mrs Danby declared a personal interest in Minute No. 5.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 18 April 2012 (Minute Nos. 29 – 33) be approved as a correct record.

4. BURNTWOOD JUBILEE FESTIVAL 2012 – UPDATE

4.1 Budgeted Expenditure/Anticipated Sponsorship – Update

Members received a report on the budgeted expenditure/anticipated sponsorship as at 24 May 2012.

RESOLVED THAT:

- a) The report be received and noted.
- b) The Saturday evening management fee (£300) be deleted as this function will be covered by the Ground Crew.

4.2 Programmes for each element of the Festival

Members received the timed programmes for each of the four elements of the Festival.

RESOLVED That the information be received and noted.

4.3 Publicity

Members were advised that as the stand alone website would not be implemented for this year publicity would be purchased as a 4-page wrap or centre pull-out in a local publication plus either a full page or half-page advert in a local newspaper.

Details of the Festival had already been uploaded to www.wherecanwego.com and were also available on the Town Council's own website (www.burntwood-tc.gov.uk). Details will also be sent to other local websites nearer the date; a series of Press Releases would be sent to all the Town Council's media contacts in the run-up to the event, banners would be in situ at various locations in and around the town and posters displayed throughout the town.

RESOLVED That the information be received and noted.

4.4 Public Information Marquee / Sponsors' Corner (Family Fun Day)

There was some considerable discussion on how space would be utilised in the Public Information Marquee and the desirability of providing space for sponsors so that they could interact with visitors to the Family Fun Day.

RESOLVED THAT:

- a) The arts and crafts workshops retain the size of area allocated to them in previous years to maximise the potential uptake of those workshops and to enable the Town Council to realise value for money.
- b) The sponsors be invited to take space in the Public Information Marquee and that one table be provided per sponsor.
- c) The size of the Public Information Marquee be increased if needs be to accommodate the workshops, local organisations and Sponsors' Corner.

4.5 Additional Attractions: Family Fun Day

4.5.1 The Chairman and Councillors Campbell and Mrs Evans had met informally with the "King's Axeman" in an attempt to find a compromise which would see him attending the event and also allaying Members' concerns (BWC Minute No. 32.2(a) refers). Members at the informal meeting had been assured that it was possible for the attraction to be made family friendly by providing a scenic portrayal of medieval life and how people lived then.

RESOLVED That "The King's Axeman" be engaged to provide a small enclave portraying medieval life, as stated above, at a fee of £100.

4.5.2 Piglets

A local farmer had offered to bring some 10 day old piglets (with a Stockman) which would be housed in a pen at the event. No fee would be levied.

Affinity Homecare Ltd offered to provide two large tubs of sanitizer and paper towels to be used by anyone who has touched the piglets.

RESOLVED That the offer to bring the piglets to the Family Fun Day be accepted
SUBJECT TO the Burntwood Rugby Club not raising any objections to their being brought onto the site.

4.6 Tribute Bands Night

Whilst accepting that the event will be promoted as a family event, Members expressed concern that given the schools break up for the summer holidays on Friday 20 July groups of young people might try to bring alcohol into the event which would adversely impact on people's enjoyment. It was noted that adults would be able to purchase drinks from the Beer Tent to be run by the Rugby Club) and from the Club House if they wished.

RESOLVED That a "No alcohol" policy be put into place for the evening, as in previous years and that this be publicised prior to the event, signs be in situ at the event and the security team be briefed to check everyone accessing the event.

5. JUBILEE BUNTING AND BANNERS

Members were advised that the Town Clerk's sons had offered to put up the Jubilee bunting and banners on Friday 20 July and take them down again on Monday 23 July for a total cost of £100 (two people at £50).

RESOLVED That the offer to put up and take down the bunting and banners at a total cost of £100 be agreed.

(The Meeting closed at 7.50 p.m.)

Signed

Date