



BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

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

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

Our Ref: JM

02 January 2019

To: All Members of the Events Committee

Councillors Mrs Tranter [Chairman], Stokes [Vice Chairman], Bamborough, Mrs Conolly, Ennis, Mrs Evans and Mrs Stokes

Copy: 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 07 January 2019 at 6:00 pm** to consider the following business.

Yours sincerely

Jayne Minor

Jayne Minor (Ms)
Senior Administration Officer

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

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 03 December 2018 [Minute Nos. 47-51] be received and where necessary approved and adopted [ENCLOSURE NO. 1].

4. WAKES FESTIVAL 2019

To receive a verbal progress report on action taken following the last meeting.

5. PLAY IN THE PARKS 2019

To confirm the dates and locations [if possible] and to discuss, consider and confirm what items of expenditure should be booked for the Play in the Parks Events for 2019.

6. CHRISTMAS EVENTS 2019

To receive a verbal progress report on action taken following the last meeting.

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 03 DECEMBER 2018 COMMENCING AT 6:00 PM**

PRESENT

Councillor Mrs Tranter [in the Chair]
Councillors Ennis, Stokes and Mrs Stokes

In attendance

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

47. APOLOGIES FOR ABSENCE

Councillors Bamborough, Mrs Conolly and Mrs Evans.

48. 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.

49. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 13 November 2018 [Minute Nos. 41-46] be received and where necessary approved and adopted.

50. REVIEW OF CHRISTMAS EVENTS 2018

50.1 Monday 26 November 2018 [Bells Lane]

Members commented that they had received some positive feedback from members of the public however comments had been made about the rooted tree. Councillor Mrs Stokes had explained that the newly planted Christmas tree needed time to mature and grow. Members felt that there were less members of the public there this year however the event had been enhanced by the Co-op Store [Morley Road] being present who had generously donated mince pies for the event.

50.2 Wednesday 28 November 2018 [Chasetown]

Members commented that they had received some positive feedback from members of the public however comments had been made from one particular shopkeeper regarding the lights

which had been erected on the Christmas tree and the barriers. Councillor Mrs Tranter confirmed that a meeting had been arranged for 05 December 2018 regarding this particular shopkeeper's concerns.

Members stated that the Rotary Club Santa had seen more children this year. Councillor Ennis stated that the shops that had stopped open [for example Personal Touch Jewellery, Flowers by Design etc] had had good trade on the evening and he felt that other shops missed a trick by not opening up. It was agreed by Members that more community engagement was needed with the shopkeepers. Councillor Mrs Tranter felt that the Town Council had "started off" the Christmas event however it was up to the shopkeepers to move it forward [more emphasis on them]. Councillor Ennis stated that he would personally speak again to the shopkeepers in the New Year regarding a rooted Christmas tree.

Members felt that the event had been enhanced by the Co-op Store [Morley Road] being present who had generously donated mince pies for the event.

50.3 Saturday 01 December 2018 [Sankey's Corner]

All Members present felt that the Christmas Festival went extremely well. Councillor Mrs Stokes stated that she had forwarded to the Senior Administration Officer snap shots of comments received via social media [Facebook]. Members were very grateful to the Co-op Store [Swan Island] who had generously donated mince pies for the event.

Members felt that the comments made by the caretaker of the shopping precinct regarding litter were unfounded as the bins were used to put the rubbish in [which is the purpose of bins] and that Councillor Mrs Tranter together with Councillor Mrs Conolly had personally litter picked the area following the event and any extra rubbish had been removed from the site.

It was estimated that approximately 6,000 members of the public had attended the event. Members felt that the Santa located in the Library had been hugely successful and that the ticketed system had worked well however Councillor Ennis suggested for next year that the coloured zones [red, green etc] should be displayed to avoid confusion. It was **AGREED** that the Senior Administration Officer would forward a thank you letter to Santa's helpers [Robyn Ennis and Kieran Newey] for their help and assistance on the day. Members stated that 485 presents had been handed out at the event.

Councillor Stokes made reference to the road closure barriers and stated that two/three days before the event signs needed to be in place to say that the roads in question would be closed. It was **AGREED** that the Direct Services Manager would obtain costings for the signage.

Even though one of the funfair rides which had been booked did not turn up this did not phase Members on the day and Councillor Mrs Tranter felt that it had been a better layout this year by not using the Tesco frontage.

Members felt that the face painter being located in Beacon Church had been a good idea as the Church had kindly provided hot soup and crafts to members of the public.

The Direct Services Manager stated that he felt more lighting was needed by the barriers and said that 12 volt rechargeable LED lights [£19] each were needed.

Councillor Ennis suggested that in order to disperse the crowd it may be appropriate to spread out the funfair rides. It was **AGREED** that the Senior Administration Officer would email the stallholders in order to gain feedback.

It was **AGREED** that Monday 25 November 2019 from 6pm until 7.30pm would be the Bells Lane Christmas event, Wednesday 27 November 2019 from 6pm until 7.30pm would be the Chasetown Christmas event and Saturday 30 November 2019 from 4pm until 7pm would be the Sankey's Corner event.

It was **AGREED** that the Senior Administration Officer would book the mini zoo, face painter, fun fair rides, play bus, festival train and 1st Chase Terrace Scout Band. It was **AGREED** that the Senior Administration Officer would inform the Library, Churches and First Responders of the dates.

Councillor Mrs Stokes made reference to Emmanuel Church and bucket shaking. She informed Members that the Church had had the opportunity to offer tea, coffee to members of the public but had declined. It was **AGREED** that the Senior Administration Officer would write to Emmanuel Church regarding the bucket shaking.

The Direct Services Manager suggested that Swan Island needed to have a double socket installed [cost of materials only as the Caretaker would undertake the task].

It was **AGREED** that the Senior Administration Officer would contact Boney Hay Primary Academy and St Joseph and St Theresa Catholic Primary School to ascertain if the schools would be interested in performing at the Boney Hay Event and Chasetown Event. Members felt that the schools would need to work around the band [co-ordinate with the band].

It was **AGREED** that the Senior Administration Officer would arrange a meeting with Anthony Harris [Pat Collins Funfairs] in January 2019.

Members asked if a contact number for the key holder could be obtained from Roseblade, Solicitors, should the car park be available next year.

It was **AGREED** that the Senior Administration Officer would obtain a definite answer from Santa if he was prepared to do it again next year.

It was **AGREED** that the Senior Administration Officer would obtain a quotation from Seventeen43 Management.

51. **WAKES FESTIVAL 2019**

Arising out of the Events Committee Meeting held on 13 November 2018 [Minute No. 46] the Senior Administration Officer advised Members of the acts etc which had already been contacted. It was **AGREED** that the following acts etc would be booked:

- a. Games Arena
- b. Wonder Wheelers
- c. Uttoxeter Heart of Oak Morris Men
- d. Seventeen43 Management
- e. Static Bird and Prey Display

- f. Mini Zoo
- g. Face Painter
- h. First Aid Cover
- i. One Enclosed Lockable Skip
- j. Chase Playbus
- k. Insurance
- l. Inflatables
- m. Four Security Personal
- n. Punch and Judy
- o. Toilets

With regard to the arena the Senior Administration Officer informed Members that the B.F.A.B. Street Dance had agreed to perform again this year however they had asked for two slots. It was **AGREED** that the Senior Administration Officer would inform the Street Dance Group that it might only be one slot due to the demand in the arena.

Councillor Mrs Stokes stated that she would again approach the Taekwondo to ascertain if they wanted to perform in the arena.

Councillor Stokes informed Members that he was trying to organise a dog show and would inform the Committee in due course.

It was **AGREED** that the Senior Administration Officer would contact 1st Burntwood Scout Group to ascertain if they would be willing to distribute the programmes again for a donation of £50.

Councillor Ennis confirmed that he would again approach Travel Wood.

Councillor Mrs Stokes stated that she would contact the Flyball Dogs which had not responded.

It was **AGREED** that the Direct Services Manager would obtain a price for a PA system etc [set up by 11:30 am until 4:30 pm].

[The Meeting closed at 7.20 pm]

Signed

Date