

Our Ref: JM

08 April 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 15 April 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 18 March 2019 [Minute Nos. 69-78] be received and where necessary approved and adopted [ENCLOSURE NO. 1].

4. NOTES OF A MEETING WITH SEVENTEEN43 MANAGEMENT DATED 18 MARCH 2019 [ENCLOSURE NO. 2].
5. NOTES OF A MEETING WITH MRS ALLEN, SPARK DATED 02 APRIL 2019 [ENCLOSURE NO. 3]
6. **WAKES FESTIVAL 2019**
To receive a verbal progress report on action taken following the last meeting.
7. **PLAY IN THE PARKS 2019**
To receive a verbal progress report on action taken following the lasting meeting.
8. **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 18 MARCH 2019 COMMENCING AT 6:06 PM**

PRESENT

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

In attendance

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

69. APOLOGIES FOR ABSENCE

None - as all Members were present.

70. 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.

71. 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.

72. NOTES OF A MEETING WITH THE FUN CLUB DATED 06 MARCH 2019

Councillor Mrs Tranter updated Members on the current position regarding Open House and confirmed that Support Staffordshire were going to be taking on the lease of Open House with effect from 01 April 2019. It is the intention of Support Staffordshire that Open House be a real community hub. Support Staffordshire would like as many different services to be operated from the building as possible. The success and sustainability of this endeavour will rely heavily on the support of the community. It is Support Staffordshire's intention to keep the costs of the rental as low as possible but of course they will have to ensure that they cover all associated costs.

Councillor Mrs Stokes made reference to the Co-op Store in Morley Road and confirmed that she would be personally visiting the store to ask for donation of cakes and/or if the Co-op would consider the Fun Club as one of their weekly charities.

RESOLVED That the Notes of the Meeting with the Fun Club held on 06 March 2019 be received and noted.

73. NOTES OF A MEETING WITH MRS A BRADY, KEAN STYLES DATED 14 MARCH 2019

Councillor Mrs Tranter informed Members that she thought that the meeting with Mrs Brady [Kean Styles] was a productive meeting and that Mrs Brady had seemed very keen however she stated that businesses needed to become more involved and it was not primarily the responsibility of the Town Council. Councillor Ennis stated that getting other businesses on board was very difficult. Councillor Mrs Tranter explained that the problem with putting stalls down the precinct was the “wind tunnel”.

Councillor Mrs Stokes made reference to the Stephen Sutton Motorbikes and Councillor Ennis suggested that now Costa Coffee was being constructed on the forecourt of the former Tesco Store, that the paved area at the bottom of the precinct could be utilised. It was **AGREED** that Councillor Mrs Stokes would speak to a Committee member and ask if eight to ten motorbikes could be provided.

Councillor Mrs Evans made reference to the comment made by Mrs Brady “you needed to plant the idea in the heads of the children etc”. Councillor Mrs Tranter explained that Mrs Brady had suggested that Members of the Town Council visit youth clubs in the area to gauge the views of young people who would then informed their teachers etc.

RESOLVED That the Notes of the Meeting with the Mrs A Brady of Kean Styles held on 14 March 2019 be received and noted.

74. WAKES FESTIVAL 2019

Councillor Stokes informed Members that Mr Williams from Seventeen43 Management had already prepared the draft Event Management Plan for submission. Councillor Stokes confirmed that he had personally visited C Robinson and Sons Butcher at Swan Island, Burntwood but they were unable to provide a pig roast or similar for the event. Councillor Stokes stated that he would be preparing a site plan for the event [before 02 May 2019].

Councillor Mrs Stokes informed Members that she had made contact with Burntwood Tae Kwon Do and stated that the instructor needed to speak to his pupils to ascertain if they were prepared to perform in the arena again this year.

Members considered a request from Crown who were in the process of trying to promote opportunities from the HS2 project around the areas affected by the route – how to get a job, apprenticeship or win contracts with HS2. They would be looking at bringing along a 7m trailer. Councillor Ennis queried whether this was relevant to the Wakes and felt that this was not the venue. It was **AGREED** that the Senior Administration Officer would email Crown suggesting that they speak/email Julie Poppleton [Chase Terrace Technology College] who organised last year’s careers convention and who networks with the businesses in the area.

Councillor Mrs Tranter made reference to the Hungry Hippos Game [4 players, suitable for all ages] and it was **AGREED** that the Senior Administration Officer would book the Hungry Hippos Game at a cost of £275 plus VAT and enquire how the company manage the crowd [i.e. booking form, time slot etc].

Members considered a request from a singer/songwriter from the West Midlands who had asked if he could perform at this year’s Wakes Festival. Members felt that it was too late in the

day to consider the singer/songwriter's request but wished him well for the future. It was **AGREED** that the Senior Administration Officer would email the singer/songwriter.

75. PLAY IN THE PARKS 2019

Councillor Mrs Tranter informed Members that following the success of the Play in the Parks event in 2018 the Senior Administration Officer had recently emailed Spark after they had indicated that they had wanted to be involved again this year. Unfortunately no response had been received. Councillor Mrs Evans stated that she would personally contact Spark to ascertain if they would be interested in either Monday 29 July or Monday 12 August. It was **AGREED** that a cut-off date for Spark would be 25 March 2019 as the venues needed to be firmed up.

Councillor Mrs Tranter stated that the St Matthews event would be held on Wednesday 31 July.

76. CHRISTMAS EVENTS 2019

Councillor Stokes informed Members that he would personally visit Chase Plant Hire to ascertain if they could provide [free of charge] better barriers/signage.

Councillor Mrs Tranter informed Members that she would be speaking to County Councillor Mrs Fisher, Cabinet Member for Highways, Staffordshire County Council to ascertain if barriers/signage could be borrowed [free of charge] for the event.

For information, Councillor Mrs Tranter informed Members that the new Bromford housing development being built on the Cannock Road would be finished by approximately Christmas 2019 with people moving in in approximately January 2020.

Councillor Stokes stated that the layout plan would be different this year as Costa Coffee is being constructed on the frontage of the former Tesco Store which had been used previously.

The Senior Administration Officer informed Members that Councillor Mrs Tranter had spoken to Boney Hay School who would be willing to participate in the Bells Lane event and that the Caretaker would be taking up the role of Santa [situated in the Library].

77. SHORTEST FUN RUN

Councillor Mrs Tranter made reference to Minute No. 58 [07 January 2019] and Minute No. 68 [04 February 2019] and informed Members that K P Events had approached her some four/five weeks ago asking if the event could be run again this year. Members referred to the agreement made on 07 January 2019 when Members felt that this was a unique event for Burntwood however, if it was annually it may dilute it a bit and it was **AGREED** that perhaps it should be a bi-annual event.

Members made reference to Burntwood Action Group [Friends of Princes Park] who were hoping to lease the Park from Lichfield District Council and it was **AGREED** that K P Events should contact Burntwood Action Group if they wanted to hold the event in 2019.

78. BANNERS AROUND THE TOWN

Councillor Mrs Tranter made reference to the increasing number of banners around the Town and it was **AGREED** that the Direct Services Manager would investigate the possibility of removing the banners etc.

[The Meeting closed at 7.10 pm]

Signed

Date

NOTES OF A MEETING HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON MONDAY 18 MARCH 2019 COMMENCING AT 10:10 AM

IN ATTENDANCE

Councillor Mrs Tranter
Councillor Mrs Stokes
Councillor Stokes
Ms J Minor, Senior Administration Officer [SAO]
G Williams, Seventeen43 Management

Wakes Festival 2019

Councillor Mrs Tranter stated that the meeting had been requested by Mr Williams in order to try and firm up the details for the Burntwood Wakes Festival.

Mr Williams explained, that bearing in mind the forthcoming elections, he was aware of the amount of work undertaken by Councillor Mrs Stokes, Councillor Stokes and Councillor Mrs Tranter in organising the Wakes Festival [beforehand and on the day]. Mr Williams stated that he had already drafted the Event Management Plan for Burntwood Leisure Centre and confirmed that he would be speaking to Nathan Fox. Mr Williams stated that he would have 10 marshalls available on the day and that he would be prepared [in the absence of Councillor Stokes] to mark out the pitches using the measuring stick and spray paint.

The Senior Administration Officer informed Members that there was now seven food stalls booked up. Councillor Stokes stated that we needed a variation of stalls to create a food quarter. Councillor Mrs Tranter mentioned a jacket potato stall and Mr Williams stated that he would make enquiries.

Councillor Stokes stated that he would visit C Robinson and Sons Butchers at Swan Island, Burntwood to ascertain if he was willing to bring along a pig roast or similar [£50 charge would apply].

The Senior Administration Officer informed Members that there was 18 charity stalls and 17 craft stalls booked up. It was **AGREED** that the cut off figure would be 50 stalls.

Mr Williams asked if the arena timetable could be provided and it was **AGREED** that the Senior Administration Officer would email Councillor Mrs Stokes with the details in order that Councillor Mrs Stokes could allocate time slots.

Councillor Stokes asked who was going to open the Wakes.

Councillor Mrs Tranter asked Mr Williams for his personal opinion on whether or not the leisure centre could accommodate a 7m trailer. Mr Williams explained that this would be weather depend however the 7m trailer could be parked half on the grass and half on the concrete.

Councillor Mrs Tranter raised the hiring of the hungry hippos game and Mr Williams stated that this type of inflatable [which only allows four children on at one time] should have a booking form [time slot] and asked if the Senior Administration Officer could ascertain how do they manage the crowd.

Councillor Mrs Stokes asked if the Senior Administration Officer could produce a letter which she would personally hand into the Fire Station.

**NOTES OF A MEETING HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON 02 APRIL 2019 COMMENCING AT 11:10 AM**

IN ATTENDANCE

Councillor Mrs Tranter
Ms J Minor, Senior Administration Officer [SAO]
Mrs E Allen, Spark

Cllr Mrs Tranter thanked Mrs Allen for her attendance and pointed out that the event at Springhill Academy on Monday 29 July would be the first event out of the eight events organised over the summer holidays.

Mrs Allen confirmed that she would be in attendance at this year's event.

Cllr Mrs Tranter explained that Jamie Dodd, Health and Wellbeing Activator, Lichfield District Council would be bringing the pop up tennis court, sucker archery and a multi-sport kit bag which has a variety of different equipment which can be used at the event. The Town Council would provide 50ft/70ft long ultimate challenge assault course and a face painter.

Mrs Allen stated that it was her intention, following feedback received from last year, that the majority of the equipment for example, paddling pool [weather dependant], inflatable beach items, ride on toys, balance bikes etc would be situated outside on the field with toilets, refreshments and a quiet space provided in the centre itself.

Mrs Allen confirmed that Springhill Academy had given permission for the event to take place.

Mrs Allen confirmed that she would be arranging for some directional signage to be erected and would be asking the volunteers if they would be prepared to prepare some food [e.g. hot dogs, vegetarian food etc] for sale on the day.

Cllr Mrs Tranter confirmed that she had spoken to the ice-cream man who was willing to keep his prices the same as in previous years.

The SAO asked if the main gate could be opened at 9am so that there was plenty of time to set up. Mrs Allen confirmed that this was not a problem.

Mrs Allen confirmed that she would forward an events risk assessment to the SAO.

Mrs Allen explained that Spark work in partnership with St Anne's Church and confirmed that she would speak to the church to ascertain what equipment they could provide [table tennis table, BBQ etc].

Mrs Allen confirmed that Spark would provide craft activities and potted plants. Mrs Allen stated that she would speak to Sarah McCormick of Little Owls Nursery to ascertain if they would be interested in participating in the event [i.e. baby sensory and forest school].