

## Notes - Birchwood Carnival Committee Meeting

Wednesday 14<sup>th</sup> September 2016, 1.30 pm

### Parkers Farm Community Centre

Attendees: Chair - Cllr R Bowden (BTC and WBC), A Lord (WBC), D Hazlehurst (Ranger, WBC), G Kerry (Ranger, WBC), Cllr D Breslin (BTC), Cllr I Atkin (BTC), H Findlay (Resident), M Murray (Resident), B Murray (Resident), F McDonald (BTC)

Apologies: Cllr M Hearldon, Cllr T Hearldon

*nb. any reference to those attending in these notes will be made using initials*

#### **1. Welcome and introductions**

AL welcomed those present. He outlined the purpose of the meeting which is to have an early discussion about the 2017 Carnival with a view to improving and enhancing future Carnivals.

He suggested that Cllr Bowden act as Chair for Carnival Committee Meetings. This was agreed.

#### **2. The role of the Carnival Committee – tasks / admin**

AL confirmed that the Carnival Committee is a constituted Committee with audited accounts. GK confirmed that there was a separate bank account for the Carnival and that she and Tracy Wilson (Treasurer) were signatories for the account.

RB suggested to those present that FMc act as the note taker for these meetings, circulating a copy of the notes to Carnival Committee Members. This was agreed by those present.

#### **3. Date and time of Carnival 2017**

A discussion took place with regards to the date of the annual carnival.

BM said that the date, which is usually the first Sunday in June, clashes with external exams, school holidays and a popular date in the calendar for Warrington Wolves.

AL confirmed that the date for 2017 has been set as Sunday, 4<sup>th</sup> June 2017 and suggested that it should be left as is, however, he said that this may be able to be changed for the 2018 Carnival.

#### **4. Finance & Admin for Carnival:**

Discussion re: policy for local and national charities (fees for stalls). DH to provide further information at next meeting.

Further information regarding insurance for the event and any potential issues to be provided by DH for the next meeting.

RB said that he had not realised how few people were actually involved in organising and running the Carnival. He asked those present to consider how the Committee can get more volunteers involved.

Those present agreed that the event does need more volunteers to support it.

It was suggested that perhaps Birchwood Lions could assist with some volunteers. There was then a discussion about financial support for the Carnival.

Bookings for main arena acts needed to be done well in advance so that a choice is available. Late booking reduces the number and quality of acts available.

DH was asked by the Committee to submit an application for grant aid funding to Birchwood Town Council in the sum of £2,600. A request was also made for the Town Council to consider underwriting the event for £4-5,000 (total) which would allow all of the relevant bookings to be made. Any income received would then be offset against this, reducing the Town Council's overall financial liability.

Further discussion regarding the Carnival's finances is to take place at the next meeting.

Communication/Advertising - IA said that he has set up a domain for Birchwood Carnival. BM added that he too has a domain for the Carnival. BM to send IA the link to his Carnival website.

## **5. Entertainment/Stalls**

RB asked those present if they thought that the Carnival needs a fresh look, perhaps a theme? Should the procession continue? Fancy dress competition for the children?

BM commented that he believes the community would like to see the return of the parade.

RB said that parades involve road closures, which are very costly and require a lot of volunteers to act as Marshalls.

There was a discussion regarding road closures, during which AL confirmed that there is a cost for traffic management which is why the procession currently is delivered off the highway. However, he did say that there is a route from the Fire Station to the Forest Park which could be considered and the route is longer than the current one.

IA suggested that perhaps this is the way to go for 2017 and see how it develops beyond that.

If there is to be a procession then there should be a theme which should be carried over into the actual Carnival itself.

HF confirmed that the theme for 2016 had been Space and in 2015 Pirates and Princesses.

Item carried over to the next meeting.

The main arena acts for 2016 had been: Birds of Prey, a bike show, dancers and a singing duo.

The following were put forward as ideas for the next Carnival:

Birchwood's Got Talent (finalists to perform at the Carnival)

Dog Display Team – 2 shows during the afternoon (DH asked to make enquiries re cost, availability and duration of show)

Chainsaw Carving (considered more of a side show than main arena act)

Bungee trampolines

Rodeo bull (good entertainment), fast turnaround, lots of people can have a go

Thelwall Morris Men

BM added that he believes a lot of people thought the fair was very expensive and asked if there were any other options for charging for fairground attractions that the Committee could consider?

AL said that this could be discussed with the fairground provider; perhaps a wristband scheme? AL/DH to make further enquiries for consideration at the next meeting.

## **6. Equipment & Expertise**

BM said that the Birchwood Lions would be happy to provide the PA/MC service, and they are free.

DH said that he, personally, was happy with the MC used at the last couple of Carnivals as he was very experienced and, perhaps more importantly, was able to keep the Carnival going.

First Aid - This has been provided previously by St Johns Ambulance.  
DH was asked to book their services for the Carnival in 2017.

BM asked if the defib would be available for then.

AL said that the installation of a defib was being considered in line with the refurbishment of the Ranger Centre. However, at this point in time it is unknown whether the refurb will have been completed by then.

AL to make some further enquiries.

## **7. Refreshments**

MM said that she was concerned that some of the food vendors did not have Food Hygiene Ratings, and questioned whether they should be in site without this.

AL/DH/GK to make further enquiries regarding this and report back to the next meeting.

## **8. Date and Time of Next Meeting**

The next meeting is to be held on Wednesday, 19<sup>th</sup> October 2016 at 1.30 pm. Venue Parkers Farm.