

Birchwood Carnival Committee Meeting

Wednesday 11th January 2017, 1.00 pm

Parkers Farm Community Centre

Attendees: Chair - A Lord (WBC), D Hazlehurst (Ranger, WBC), G Kerry (Ranger, WBC), Cllr P Nelson (BTC and WBC), Cllr D Breslin (BTC), Cllr I Atkin (BTC), Cllr T Hearldon (BTC), Cllr M Hearldon (BTC), F McDonald (BTC) and G Crowe (BTC)

Apologies: Cllr R Bowden (BTC and WBC), H Findlay (Resident), M Spiers (Resident), B Murray (Resident)

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

1. Welcome and introductions

AL welcomed those present.

2. Declarations of interest

The Chair reminded those present of their responsibility under The Constitution to declare any interest which they have in any item of business on the agenda, no later than when the item is reached.

3. To approve the Minutes of the Meeting held on 19th October 2016

The Chair asked those present to approve the Minutes of the Meeting which took place on Wednesday, 19th October 2016 as an accurate record.

This was proposed by IA and seconded by GK.

4. To approve the Minutes of the Annual General Meeting held on 30th November 2016

The Chair asked those present to approve the Minutes of the AGM which took place on Wednesday, 30th November 2016 as an accurate record.

This was proposed by PN and seconded by DH.

5. To formally adopt the Constitution as amended at the AGM held on 30th November 2016

The Chair asked those present to formally adopt the Constitution as amended at the AGM held on 30th November 2016.

This was proposed by IA and seconded by GK. All present agreed to it being formally adopted.

6. Stalls, Insurance

Fees

A discussion took place regarding the fees for stalls. It was agreed that the fee for a charity stall should remain at £5.00 and that the fee for a commercial stall should be £15.00.

Insurance

AL confirmed that insurance cover for the actual event will be provided by WBC's insurers as they are running the event and fulfilling their statutory obligations; health and wellbeing, community cohesion etc. However, third party providers will not be covered under this insurance eg. food vendors. They are required to have their own public liability insurance. The level required remains at £10M. Only in exceptional circumstances would £5M be acceptable to WBC's insurers. Enquiries would need to be made on an individual basis and backed up by valid health and safety/insurance documentation.

He added that any attraction which involved physical activity would require £10M public liability cover.

AL then provided some information to those present regarding insurance for charity stalls. He said that some may be covered under their charity or group's insurance, such as Scouts or Guides. If not, then it may be possible for them to be temporarily co-opted onto WBC's insurance. For example, if the stall was selling books, or it had a table top display; deemed low risk it would be accepted but a stall selling food would not.

He said that a description of the stall and their activities should be obtained at the time of booking.

AL commented that if a person had a craft stall, for example, they may be able to get cover under their household insurance.

PN enquired what Walton Hall charged.

AL replied by saying that he was not sure, but would look into it.

He informed those present that although a person has three years to make a claim, a minor has three years from their 18th birthday. He also raised the matter of class actions, eg food poisoning as a result of someone selling cupcakes. Such circumstances can result in large insurance claims.

Food Vendors

Food vendors are required to have £10M public liability and a food hygiene rating of 4 or 5 stars. A food hygiene rating would be given to a business registered with a local authority as a food vendor.

If a charity or non-commercial group produce food, which they make money from, a few times a year they are not required to be registered, they do not have to have a premises food hygiene rating and they are not required to undergo food hygiene training. However, they are required to have public liability insurance.

DBS requirements

AL confirmed that there is no requirement for DBS checks unless it is an activity for children where the child could potentially be on their own, unsupervised by a parent/guardian.

He added that a common sense approach needs to be applied to this matter.

7. Volunteers

IA confirmed that he has put a request for volunteers on the Birchwood Carnival website seeking expressions of interest. He asked interested parties to email either himself or DH.

FMc was asked to put this on the Town Council's website and Facebook page.

DH to provide information on what is required from volunteers.

PN asked if Birchwood Lions had been approached.

DH said that the Lions usually provide walkie talkies for use on the day but they have not been formally asked to volunteer assistance for the Carnival.

The Rangers (HD and GK) were asked to make contact with the Lions to see if they may be able to assist with providing some volunteers to act as Stewards on the day of the Carnival.

8. Update – Acts/Entertainment, provider, costs etc

AL asked DH/GK to provide an update with regards to acts booked/still to be booked.

Booked:

Shadowquest Dog Display Team - cost approx. £600.

Booked by contacting them direct, deposit sent.

Vale Royal Falconry - cost £450

GK enquired if committee Members would like to book the Home Safari at a cost of c£175 which is always a popular attraction. GK was asked to book this act.

AL informed those present that the gentleman who ran the bungee trampolines at Walton Gardens is away on holiday at the moment, however, he understands that he has £10M of insurance. £1M public liability which he has and a further £9M which is provided through his membership of The Showman's Guild.

AL is to follow this enquiry up once the gentleman returns from holiday to ask about the availability of the bungee trampolines. AL to provide an update at the next meeting.

PN suggested that the Wolves Foundation may be able to run some kind of activity for children and families. She will make some further enquiries.

AL asked TH about the Army course which had been suggested at a previous meeting.

TH said that this would not be possible as she no longer has any contacts in the Army.

AL enquired about the cockpit which had been mentioned at a previous meeting.

DH said that there was no further information.

AL asked DH to follow this up and speak with the Air Cadets. DH to report back at the next meeting.

AL asked GK and DH to make enquiries about a Rodeo Bull and Zorbs, reporting back on their findings at the next meeting.

A discussion then took place regarding music and dance/side stalls at the event.

DH/GK were asked to book the samba band, Zumba, art workshop, drum workshop and circus skills for the event. DH/GK to report back at the next meeting.

FMc was asked to make some enquiries with the High School regarding learners who may have to perform at an event as part of their GCSEs. This event may be an opportunity for them to showcase their skills.

AL enquired if Silcocks (fairground) has been booked.

DH/GK said that it had not been booked, but they believed that it would be available for that date.

AL asked DH/GK to book the fair.

DH said that he would also book the PA for the day, following the discussion at a previous meeting.

AL reiterated that if any of the acts are members of The Showman's Guild they should be able to comply with the £10M requirement for public liability insurance.

9. **Wristbands/Tokens**

AL commented that he did not believe that the wristband scheme would be feasible for the fairground.

DH/GK to make enquiries with Ruth Whitworth (Neighbourhoods) regarding tokens which could be used for attractions in lieu of money. Purchased by visitors on the day.

Procession

No update was available for the meeting.

Funding

AL asked if any applications had been made for funding from sources other than Birchwood Town Council.

DH said that there had not.

FMc said that the deadline for funding from the East Area Board was the same day as this meeting ie 11th January.

AL asked DH and GK to speak with Ruth about the possibility of funding for the Carnival and also to enquire about deadlines for applications.

DH/GK to report back at the next meeting.

10. Communication Update/Website/Advertising

Website

IA informed those present that an official Birchwood Carnival website is up and running and that additional information such as minutes of the meetings, constitution etc can be posted on it.

AL asked how the Carnival is usually advertised.

GK said that they usually put up a display in the Mall prior to the event.

PN said that she will ask Network Warrington about advertising the event on the Birchwood buses.

IA suggested posting attractions on the website as they are confirmed.

IA will contact Birchwood Park to advertise the Carnival through their publication 'Parklife'.

Those present also suggested advertising the event through the schools, social media and The Guardian.

AL suggested that the Borough Council may be able to put a banner up on its intranet to publicise the event.

11. Any other business

First Aid - DH confirmed that the First Aid provider has been booked.

Defibrillator - AL confirmed that the defib will be on the wall of the Ranger centre for the event, although there are some matters which needed clarifying such as acquiring the defib machine, the box for the equipment and electricity supply.

Site Licence – AL confirmed that this is not necessary as the land belongs to the Borough Council.

PPL/PRS Licence for music – AL commented that it is cheaper if these licences are obtained in advance of the event.

DH to enquire and obtain the necessary licence.

AL said that the fairground will have a separate licence for music.

Site Plan – this is to be discussed at a future meeting.

12. Date and Time of Next Meeting – Wednesday, 15th February 2017 at 1.00 pm, Parkers Farm.