

Birchwood Carnival Committee Meeting

Wednesday 15th February 2017, 1.00 pm

Parkers Farm Community Centre

Attendees: Chair – Cllr R Bowden (BTC and WBC), A Lord (WBC), D Hazlehurst (Ranger, WBC), Cllr P Nelson (BTC and WBC), Cllr D Breslin (BTC), Cllr B Allman (BTC), H Findlay (Resident), M Spiers (Resident), B Murray (Resident), James Howes (Warrington Wolves Foundation), Andy Jordan (Birchwood Community Church), F McDonald (BTC) and G Crowe (BTC)

Apologies: G Kerry (Ranger, WBC), Cllr I Atkin (BTC),

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

1. Welcome and introductions

RB welcomed those present and asked everyone to introduce themselves.

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 11th January 2017

The Chair asked those present to approve the Minutes of the Meeting which took place on Wednesday, 11th January 2017 as an accurate record.

This was proposed by PN and seconded by DH.

4. Charges for stalls and insurance at other WBC venues

Fees

AL confirmed that it had been agreed by the Committee that the fee for a charity stall will remain at £5.00 and that the fee for a commercial stall will be £15.00. The £5 fee includes one table. Additional tables will be charged for.

Fees for food vendors would be determined by the scale of the business and potential turnover during the event, but charges would be from £60 upwards.

Insurance

AL confirmed that insurance for any activity involving a physical activity, eg zorbs or rodeo bull should be £10M and he explained the reason why.

He also commented that there appear to be anomalies within the Council with regards to levels of insurance. For example a highways contractor working under the auspices of a permit only needs £5M. AL said that it appears there are various interpretations of the rules applicable to insurance, so he asked for the Borough Councillors present to take this up with Senior Management to obtain a definitive statement.

He added that other authorities local to Warrington will be under the same 'rules' relating to insurance and, although he understands the levels of insurance required as put to him, he was concerned that this may be prohibitive to local event organisers for events taking place on WBC land.

RB/PN to make further enquiries with the Chief Executive of WBC.

DH commented that some of the attractions had £1M cover and others £5M.

AL said that a supplier has the ability to increase their insurance for a one off event.

BM said that a WBC food vendor/street trader is required to have £5M insurance which is inconsistent with the £10M being asked for.

AL reaffirmed that clarity is needed with regards to the £10M protocol for events.

JH confirmed that Warrington Wolves has £10M public liability insurance.

AL confirmed that if someone has a stall selling a product, £5M cover should be adequate.

5. **Volunteers**

DH informed those present that no further volunteers have come forward since the last meeting.

So far one volunteer has come forward from seeing it on the website, there are a couple of volunteers who regularly work in the park and a company called Sentry Security has offered to donate staff time for the day as part of their community work.

Birchwood Lions have also been approached; they are happy to provide walkie talkies and radios for the event.

BM informed the meeting that the Lions were not able to offer and volunteer time for the day. DH/GK to clarify.

BA suggested that the Friends of Birchwood Forest Park may be able to assist, and informed those present that Alan Nugent is now Chair of the group.

DH said that he had made contact with the Army Cadets to see if they are available to assist with the setting up of the Carnival. A response is awaited.

AJ also confirmed that Birchwood Community Church would like to be involved with the Carnival, perhaps leading an activity through 'Churches Together', having a stall and offering some volunteer support.

PN added that Rev'd Rebecca Crowe has also shown an interest in being involved.

BA said that Oakwood Community Association would like to have a stall and would be happy to help out, although some people involved with the organisation may also be part of another group.

6. **Update – Acts/Entertainment, Finance etc**

RB asked DH to provide an update with regards to acts booked:

Shadowquest Dog Display Team	-	£775
Vale Royal Falconry	-	£370
Samba (provisionally booked)	-	£400 tbc
PA	-	£375
PPL (licence)	-	£62 (inc VAT)
First Aid	-	£165.60
Swift Loos	-	£350
Marquee/furniture	-	£1035.50
Natures Microscope	-	£180
Circus Skills	-	£220
Ferrets	-	£50
Home Safari	-	£395

£4378 expenditure commitment at 15th February 2017

The Zumba group has been booked.

Donkeys have not been booked as some things need to be clarified; insurance cover, cost and duration of ride. DH to make enquiries.

GC reminded those present that the Town Council usually pays for the Marquee and toilets directly as its contribution to this local event and added that it is a possibility that the Town Council could fund more, where VAT is chargeable. He also said that some pre-agreed funds from the Town Council may need to be released soon into the Carnival Committee's bank account to enable bookings/payments to be made by DH and GK (via this account). All remaining payments and income received should go through the Carnival Committee bank account.

DH said that there are still some bookings to be made: stilt walking/magic show.

A discussion took place about the rodeo bull and the zorbs.

Committee Members confirmed that DH can go ahead and book one of these acts as long as the cost is no more than £500 and they have £10M public liability.

DH informed those present that the Art Workshop (£180) has not yet been confirmed.

BM said that there is a local lady, Gail Stubbins, who would provide a similar 'offer' for £120.

AJ commented that this may be something that someone from the Community Church may be able to provide, and he will make some enquiries.

It was agreed that by those present to await feedback from AJ before making a booking.

There was a discussion that Outreach Warrington (Livewire) may be able to provide something for the Carnival as they take part in other community events. DH to make enquiries.

Stalls

A discussion took place regarding the level of interest in stalls for this year.

BM said that he had received in the region of 20 enquiries regarding stalls; wax melts, art.

BM was asked to direct those interested in having a stall to DH who will be co-ordinating bookings.

DH to report back on the progress re: stalls at the next meeting.

Food Vendors

Those present discussed the options for snacks/food on the day and it was agreed that there should be Hot dogs/Burgers, Churros, Ice Cream with the same fee being paid by all vendors - £70.

Warrington Wolves Foundation

JH outlined the activities that Warrington Wolves would be able to offer:

- A free sports/activity zone, with various sports on offer.
- Will check if a player is available to attend
- Wolfie?
- Dance Group (Fusion) – Dance workshop; possibly culminating in an arena display after training?
- Digitised timeline of the club, ask people to bring along their memorabilia of the club – 170 years old

They will need an area the size of two badminton courts. DH to arrange a site visit with James so they identify a suitable area.

FMc reminded those present that the Town Council had wanted the new MUGA opened officially on the day of the Carnival.

It was suggested that the Chair of the Town Council, together with one of the Wolves players could officially open the facility which could also be used on the day for activities.

FMc reported that she had not had any feedback from the High School with regards to their performing arts students.

AJ said that he will follow this up.

BA said that Decathlon (sports equipment shop) is keen to bring equipment out into the community for people to 'have a go'.

A discussion then took place with regards to theming the Carnival. It was agreed that this should be limited to the procession.

7. **Tokens**

AL stated that the Neighbourhoods Board have tokens for this kind of event.

DH reported that no progress had been made on this matter. He is to report back at the next meeting.

PN volunteered to administer them on the day.

BA enquired which rides the tokens would be used for.

AL suggested maybe the bungee trampolines, zorbs/rodeo bull, donkeys.

There was a discussion about some 'low cost' stalls eg Hook a Duck; for 50p with a small prize for each go. DH to contact Gavin at Walton Hall about this.

BM said that he has a set of tin cans; 3 stacks of 6 cans which can be used. He added that they had raised £240 at another event with this stall. He also suggested that a 'ball in a bucket' side stall or the human fruit machine were also good entertainment.

BM stated that Sgt Stuart Gibbard had consented to 'go in the stocks' if it was decided to have them.

DH to provide a list of volunteers for the next Carnival Committee Meeting.

8. **Procession**

BM reported that no further information is available.

9. **Grants**

DH reported that an application has been submitted to the Community Chest for £400.

10. **Publicity**

AL said that he will speak to their Comms team to see what can be done with regards to advertising the event from the Borough Council's perspective.

PN reported that she has spoken with Network Warrington who would be happy to put A4 posters on the Birchwood buses advertising the event.

JH said that the Wolves will also advertise the Carnival.

11. **Licences**

AL confirmed that the PPL licence has been sorted and he requested that DH make arrangements for the PRS licence.

DH to report back at the next meeting.

12. **Defibrillator**

A discussion took place regarding the defib for Birchwood Forest Park.

AL said that he understood that the Friends Group had been offered one free of charge, although it was uncertain if a cabinet was also being provided.

He added that the defib machine will need to be housed in a suitable cabinet, wired in to the electricity and regularly checked once installed.

BM said that the Friends Group did not have a defib machine although they had, in the past, been offered one.

13. **Site Plan**

A discussion took place regarding the site layout. DH provided a draft site plan.

Wolves Foundation to be invited to attend a site visit to locate a suitable area for their activities.
FMc also to attend.

It was then clarified that, in addition to Shadowquest, there will also be a Fun Dog Show provided by Merseyside Dog Rescue.

14. **Any Other Business**

HF enquired which date stalls had to be booked by.

DH to confirm at the next meeting.

BM and MS resigned their positions on the Carnival Committee and advised the group they had also resigned as Chair and Secretary of the Friends of Birchwood Forest Park and withdrawn from group activities.

RB thanked them, on behalf of the Committee, for their input.

15. **Date and Time of Next Meeting**

Wednesday, 15th March 2017 at 1.00 pm, Parkers Farm.