

Birchwood Carnival Committee Annual General Meeting

Wednesday 30th November 2016, 1.30 pm

Parkers Farm Community Centre

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

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

RB welcomed those present to the AGM.

1. Apologies for Absence

No apologies for absence for the meeting had been received.

2. Election of Carnival Committee

RB informed those present that the next order of business would be to elect a Chair, Secretary and Treasurer for the Carnival Committee.

FMc called for nominations for the position of Chair.

AL nominated RB, this was seconded by PN. No other nominations were put forward.

RB, now acting in the capacity of Chair, called for nominations for the position of Secretary.

PN nominated FMc, this was seconded by GK. No other nominations were put forward.

RB asked for nominations for the position of Treasurer.

A discussion took place regarding this position and the fact that GC could not be nominated for this position as he was acting in the capacity of Auditor for the Carnival Committee.

PN nominated GK as Treasurer, which was seconded by DH. No other nominations were put forward.

3. Constitution

A revised draft constitution document was circulated to those present for perusal and comment.

The constitution was agreed by those present, with two amendments:

2 (i) *Cinnamon Brow, Fearnhead, Longbarn and Houghton Green* are to be deleted.

2 (ii) *Proceeds from any event will be held and used to finance further events* to be changed to

Proceeds from any event will primarily be used to reimburse the principal funding partner. Any funds over and above the agreed amount will be held by the Committee to finance future events.

The constitution, with amendments, was proposed by AL and seconded by GK.

4. Financial Report 2015/2016

GC presented the accounts to those present, and reported that last year's Carnival had produced a very modest surplus of £3.35.

He reported that he had looked through the Carnival Committee's bank accounts and that it was £3,424.02 in credit which should be enough funding to run a basic Carnival. However, as the Committee was looking to improve on its entertainment offer to the community this amount would not be adequate to fund the event.

The Town Council have agreed to provide core funding of up to £6,000 (if needed) to enable the planning of an improved 2017 Carnival to commence.

GC said that he has produced a new income and expenditure statement which he then outlined in more detail. He commented that payments from the Charity Stalls had been £245 and that £157 had been received in cash and £88 by way of cheques. However, two cheques had bounced which meant that the Carnival had incurred bank charges of £19. An adjustment to correct another expenditure item has taken place - £395 replacing £375 of the home safari activity.

GK confirmed that for the stall fee of £5.00 the organisation/charity is provided with a pitch and table, with additional tables costing £2.00 each.

DH said that six weeks before the event people book a stall and pay, although some still paid on the day.

BM suggested that prospective stallholders should perhaps be requested to book now, well in advance, with payment and a copy of their insurance (updated version being presented at the Carnival if necessary).

RB said that the mechanism for booking a stall should be discussed in more detail at the next meeting and asked if anyone had any other questions relating to the account or finance.

HF asked if the intention would be to keep the bank accounts at the same level or to use some of the money held in the bank accounts?

GC commented that the money could be used for the Carnival.

GK said that it would be preferable to keep some money in the account as a 'reserve'.

BM stated that the Carnival expenditure was £3,464.60 and there was £3,424.02 'in reserve'.

RB asked those present to agree the account as presented by GC.

PN proposed, seconded by AL.

5. Carnival 2017

RB said that the draft minutes of the meeting held in October would be formally agreed at the next meeting, being held in January.

There was then a short update on progress and matters arising from those present:

Website – PN asked about a website for the Carnival.

RB confirmed that IA has set one up and that the site will be updated with minutes, constitution etc. He added that BM has set up a Facebook page for the Carnival.

Volunteers – RB informed those present that IA has put something together asking for volunteers for the Carnival. IA to provide an update at the next meeting.

HF said that ASDA had shown interest in being involved.

DH commented that he had received an email from someone wishing to run a dance event after the Carnival.

RB asked BM to give an update on the entertainment/acts he had been requested to look into following the last meeting.

BM said that none of the entertainment providers he had contacted had £10M public liability. He went on to say that the climbing wall, used by Preston City Council, only had cover of £5M public liability.

RB commented that perhaps the £10M was the ideal scenario for the Borough Council's insurers and asked that this be further investigated. AL to make further enquiries with Salford City Council regarding Public Liability insurance.

AL said that if acts are members of the Showmans Guild, eg the fairground, they have £10M public liability.

BM suggested that the cost of acts/entertainment may rise as a result of the level of insurance cover required. He said that those he had spoken to had £5M cover and added that previous events on other parks (on WBC land) had only been required to have £5M insurance cover.

Having made enquiries BM said that the cost of each of the acts he had been requested to look into; zorbs, rodeo bull, climbing wall cost around £450-£500 for around 4 hours. The fee was inclusive of setting up, operating, insurance and risk assessment.

RB asked about access requirements for the acts on the day.

DH said that these can be accommodated.

Bungee Trampolines – AL said that he had not had chance to look into this yet, but he will report back to the next meeting.

Those present asked if it would be reasonable to ask someone to relocate this kind of equipment for one day.

HF asked how the Committee intended to charge for attractions as they had been free at previous Carnivals.

AL said that a charge would probably need to be made to recover some of the cost of the attractions, but that the cost would be reasonable.

There was a discussion about the acts being looked at and if all of them are to be booked. It was then agreed that perhaps two of the four items listed would be selected.

BM asked about the cost of the Art Workshop at the 2016 Carnival, £180 and said that there is a lady from Birchwood who would be happy provide a workshop for the Carnival, including materials, for £100.

RB said that this should be discussed at the next meeting.

BM then provided an update on the procession and said that a lot of interest has been shown in it. He said that it might be possible to have the Air Cadets Band leading the procession (has to be approved by their HQ), which may result in a saving of around £350.

He also confirmed that he had received a lot of interest from people wanting to have stalls; Oakwood Hub would like 6 stalls.

RB asked for an update regarding food hygiene requirements for this kind of event.

WBC advised that unless it is an active business providing the food; baking for events and groups such as Scouts are not rated. It is only if the food vendor is providing food on a weekly basis or is a business.

BM raised concern about this and said that he believes that Scout Huts are registered with the Council and that some of the Scout Troops provide refreshments to more than one carnival/event which may raise the question of whether they need to be registered and have a food hygiene rating.

RB suggested that the food and refreshments being offered at the Carnival are on the agenda for the next meeting, together with the pricing of the pitches.

The pricing of other stalls is also to be discussed at the next meeting, particularly as several Committee Members commented that stalls cost £25 per pitch at other events.

6. Date and Time of Next Meeting

The next meeting will take place on Wednesday, 11th January 2017 at 1.30 pm, Parkers Farm.