

Birchwood Carnival Committee Meeting

Wednesday 19th October 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), Cllr T Hearldon (BTC), M Murray (Resident), B Murray (Resident), K Cully (Resident), F McDonald (BTC) and G Crowe (BTC)

Apologies: Cllr M Hearldon, H Findlay (Resident)

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

1. Welcome and introductions

RB welcomed those present.

2. Minutes

RB asked that the minutes of the meeting held on 14th September 2016 be approved. Those present, who had also attended the previous meeting, agreed with one amendment.

Cllr Atkin asked that the last item on item 4 '*IA to forward a link for his Carnival website to BM*' be amended to read '*BM to send IA the link to his Carnival website*'.

3. Stallholder Fees and Policy for Local and National Charities

DH confirmed that there is a £5 fee payable per pitch. This is for a 4m x 4m square pitch and the fee includes the provision of a table. He added that some charities have several pitches and are charged accordingly.

RB asked those present if they are in agreement with this charging structure.

Those present agreed.

4. Insurance

AL informed the Committee that WBC had recently changed its insurance provider, so it was no longer dealt with 'in house'. It is now with Salford City Council so the parameters with regards to risk and resilience have altered.

He added that he believes that the Carnival can still be covered under WBC insurance as it is an event being run on WBC land with WBC taking a lead role.

Any third party will be required to have their own insurance, so any attractions/stallholders will be required to provide proof of valid insurance cover for the event. Some charity stalls may have insurance cover through the charity.

A discussion took place as to whether some of the independent stallholders could be covered as an affiliate under the 'Friends of Birchwood Forest Park' insurance. BM to make enquiries.

AL reiterated that a valid certificate of insurance will be required for all stalls and entertainment at the time of booking.

5. Volunteers

RB said that the event will need volunteers to support the Carnival and opened up a discussion on how the Committee can build up a volunteer base.

Volunteers would be required for:

- The organisation of the event
- Stewards to assist on the day
- To assist with attractions and the procession
- Car park

KC said that advertising on social media, such as Birchwood Community and Chat would be a good starting point.

BM added that amongst the Friends of Birchwood Forest Park group, there is a willingness to participate.

It was agreed that IA would put together an 'advertisement' for volunteers for the Carnival, which would then be used to advertise on websites, Facebook etc.

It was also agreed to ask Birchwood Lions to help with the event as they have much experience with this kind of event, and they are local.

DH said that some training for the volunteers would be required, which he will provide. He also stated that he will put together a rota for volunteers so that they also had some time to enjoy the event.

6. Finance, Grants etc

DH confirmed that a grant application form had been submitted to Birchwood Town Council.

GC confirmed that, at the Town Council meeting held on 27th September 2016, Members agreed to pledge £6,000 maximum for the Carnival, adding that invoices for entertainment acts and all other income should be directed via the Town Council for receipt and payment which would alleviate some of the admin burden on Rangers.

7. Entertainment

DH confirmed that he has booked the Dog Display Team, as requested, at a cost of £750.00 plus £25 travel. This is for 2 x 30 minute displays which will take place in the main arena.

GK confirmed that the Committee usually pay for any acts/entertainment but a nominal fee could be charged by the Carnival Committee to offset the cost, if required. She added that some attractions in the past had been booked through an agency, such as Peter Johnson.

After discussion, it was agreed that enquiries would be made regarding the following activities and their availability, pricing, safety and insurance certification by BM:

- Zorbs (approx. £200 at a previous event)
- Climbing Wall
- Rodeo Bull

Bungee Trampolines. AL to liaise with the Showman's Guild and provider at Walton Hall to see if they may be available for the Carnival and, if so, at what cost?

AL reiterated that before any activities are booked, the Committee needed to have sight of all relevant safety certification, risk assessments and insurance. If these are due for renewal prior to the event, then a copy of the new certificate is to be provided.

A discussion took place regarding the fairground, and it was agreed that this should continue so that there is entertainment for older children/teenagers and their families.

RB enquired what length of lead in time would be necessary for booking acts and attractions.

DH said that the more time that could be given, the better.

It was agreed by Committee members that a token scheme for attractions would be preferable to cash as it minimises any potential risks associated with cash handling. A suggestion was also put forward that a staggered level of 'cost' per attraction ie. 1 token, 2, or even 3 tokens per attraction/ride may be appropriate.

BM said that Neighbourhoods in Warrington have tokens available.

TH said that she will make some enquiries with the army see if they would be prepared to provide a climbing net and a climbing rope which can be set up and run by them on the day.

A lengthy discussion then took place regarding the marquee and whether it could be replaced with gazebos. It was agreed that the marquee, although it is a costly item for the event, should continue to be used as the equipment is considered 'fit for purpose' and is put up by experts, thus saving a lot of time.

The Rangers confirmed that the cost of the marquee also included furniture used on the day.

8. Finance

DH confirmed that an application for funding had been submitted to the Town Council.

GC said that at the last Town Council meeting, Members had approved a grant of up to £6,000 for the Carnival. He added that it is preferable for bookings to be made via the Town Council.

AL confirmed that the Carnival Committee is a constituted Committee with accounts. It is noted that last year's accounts will be audited by GC for presentation at the next AGM.

9. Procession and Theme

A discussion took place with regards to the procession which had taken place in previous years. DH confirmed that over time it has become harder and harder to get people involved and that the route has had to be shortened due to road closure issues.

It was agreed that the Friends of Birchwood Forest Park would take over the organisation of the walking procession for 2017. The route will probably be from the ball court located within the park through to the main arena.

DH suggested that Cartoon Characters could be the theme which was agreed by those present.

10. Refreshments

At the last meeting a query was raised with regards to food hygiene ratings for those selling food at the Carnival.

DH said that he has checked with WBC Environmental Health who said that many organisations sell food at such events eg. Scouts and no actual hygiene certificate is needed. As long as they have valid Public Liability Insurance they can sell food.

BM said that his understanding is that if you are selling food then you are required to have a food hygiene rating.

DH to make further enquiries and report back at the next meeting.

11. Advertising

BM said that he is able to advertise for free within Warrington Bus Station. The only cost would be for the posters, which are very large. He added that these would be needed about six weeks in advance of the event taking place.

12. PA System

AL informed those present that he would prefer to have John Gordon providing Personal Address services as he is very experienced and is good at getting people involved.

He added that the PA is part of the overall safety systems for the event which needs to be capable of delivering messages efficiently, potentially at short notice.

13. First Aid

DH confirmed that he has booked two St Johns Ambulance First Aiders for the event at a cost of £165.60.

AL confirmed that it is hoped that a defibrillator will be on the wall of the Ranger Centre by the Spring.

14. Any Other Business

MM enquired asked about the rationale behind the fees for food vendors as, from the financial information provided, they are charged different amounts.

DH said that the amount being charged is based on projected footfall and potential profit.

AL illustrated the point by saying that someone selling artisan pizzas at a higher cost, which take longer to make and cook could not turnover as much as someone selling hot dogs and burgers as their capacity for making them is lower and the product is more expensive.

MM asked if those present thought that the system was fair for food vendors.

It was agreed that this discussion should be held over until the next meeting.

RB raised the matter of the constitution, which is now out of date and suggested that this be revisited at the next meeting. This meeting should be the AGM so that changes to the constitution can be made and accounts received.

15. Date and Time of Next Meeting

The next meeting, which is to be an AGM, will take place on Wednesday, 30th November 2016 at 1.30 pm.