

Birchwood Carnival Committee Meeting

Wednesday 10th May 2017, 1.00 pm

Parkers Farm Community Centre

Attendees: Chair – Cllr R Bowden (BTC and WBC), A Lord (WBC), D Hazlehurst (Ranger, WBC), Cllr I Atkin (BTC), P Ives (Birchwood Lions), A Jordan (Birchwood Community Church)
G Crowe (BTC), F McDonald (BTC)

Apologies: G Kerry (Ranger, WBC), P Nelson (BTC and WBC), B Collins (Birchwood Lions)

NB: any reference to those attending in these notes will be made using initials

1. Welcome

RB 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 April 2017

The Chair asked those present to approve the Minutes of the Meeting which took place on Wednesday, 19th April 2017 as an accurate record.

The minutes were approved.

4. Update – insurance

AL gave a verbal report on the status regarding insurance, as follows:

Cllr R Bowden had met Prof S Broomhead (WBC Chief Exec) to discuss the situation regarding insurance and the potential impact on local community events, such as the Birchwood Carnival.

Subsequently a meeting took place between the Borough Council's insurance person and a representative of Salford Council's insurance team to discuss this in more detail.

AL reported that he has been informed that if it is a Borough Council event, organised by WBC then the event is insured, however, the situation becomes more challenging where there are third party organisations involved in that the Borough Council cannot underwrite the risk.

AL said that there are a great number of inconsistencies within the Borough Council relating to the level of insurance required for a specific activity and that it has its own range of protocols. For example, Highways and food vendors are each required to have £5M public liability in place but anything which involves people taking part in an activity requires £10M.

He confirmed that the event organiser should risk assess the event and proposed activities to then establish if the level of insurance cover in place is adequate.

He stated that the bottom line is that at least £5M is required, but added that this is not adequate for homemade food or refurbished goods stalls.

DH asked about organisations such as the WI who usually bring along homemade cakes for sale.

AL suggested that they, along with organisations like the Scouts and Guides who also bring along food items for sale, may have adequate cover under their respective organisations but, if not, perhaps they may be able to obtain separate insurance cover for events such as the Carnival.

AJ confirmed that the Church has £5M public liability insurance in place, and asked if that is sufficient for this event. He also asked if WBC require documentary evidence.

AL confirmed that it is acceptable.

DH has, and is, putting together a list of all attendees and ensuring that adequate and valid insurance is in place for them to be able to attend the event.

AL said that ideally WBC should have a matrix of insurance requirements so that people are given clear, concise guidance and that they know exactly what is required in advance.

AL confirmed that all insurance matters are well in hand and that the Carnival can go ahead as planned.

5. Update - Volunteers

DH confirmed to those present that two or three of his regular volunteers were able to be there on the day and that they were already doing some work in the park to tidy it up in preparation for the event; 13th and 28th May. He added that on the 28th May they would be working to clean up the kitchen located within the Ranger Centre so that it can be used on Carnival day.

AL said that he has met with Alan Nugent of the Friends of Birchwood Forest Park who are going to run a refreshment point for volunteers on the day from the Ranger Centre. He added that additional insurance is not needed for this as they are not selling anything. It will also give an insight to how a café might fare at that location.

AJ confirmed that he has about 6 volunteers from Birchwood Community Church and PI added that there will be a further 4/6 volunteers from Birchwood Lions.

DH said that volunteers are generally on site from around 8.30 am and that from then until 1 pm is usually the time when most volunteers are required.

AL asked DH to put together volunteer rota and a note to explain what is needed from volunteers.

FMc asked if any assistance will be needed from the maintenance team on the day, but this is yet to be confirmed by DH.

6. Update – Acts

DH advised those present that the majority of acts have been booked and that the only one that has been paid any money is Shadowquest, a 25% deposit (£193.75).

He said that the majority of acts are paid on the day, although the rodeo bull hire company will provide an invoice beforehand.

GC said that event invoices for payment without VAT need to be made out to Birchwood Carnival Committee, which is organising the event. He suggested that perhaps some money should be transferred from Birchwood Town Council into the Carnival Committee's bank account so that bills can be paid. However, he confirmed that the Town Council will require any official invoices / bills for payment by Birchwood Town Council (with VAT identified if applicable), for accounting and audit purposes.

Written receipts for any monies received will also be required (eg stalls).

Rodeo Bull: DH stated that SJ Leisure will supply a junior rodeo bull, mainly for children, at £295 (including VAT) plus £50 for generator hire. The company does not have the relevant insurance, but is looking to increase it for the day, hopefully without impacting on the cost for hire. Their insurance broker is away on holiday at present so the outcome of this is awaited. DH commented that it would be necessary for a volunteer to collect money for this ride.

Stilt Walker: The stilt walker is not available; however, he has two colleagues who are available for the event. As there are two of them the cost is slightly higher, ie £375 (the other act charge £300). The act does stilt walking, balloon modelling, some magic as well as leading the procession.

DH asked if the Committee wanted to proceed.

This was approved by the Committee, subject to insurance etc.

Donkeys: DH has spoken to the supplier of the donkeys. They are keen to be at the Carnival and are trying to obtain a price for increasing their insurance for the day. Outcome awaited.

Outreach Livewire: DH stated that they are confirmed, have paid and are insured (£25M).

Birchwood Community Church: AJ reported that the Church has cancelled its regular Sunday service in order that people can attend, and help out, at the Carnival. They are going to have two stalls; one arts and crafts and an information stall with details about the Church and its activities.

Family Church Service: After some discussion it was decided that there would not be a service this year, but it can be put on the programme for next year's Carnival.

Warrington Wolves: DH said that PN had been liaising with the Wolves with regards to getting a player to attend the Carnival, and Wolfie (if available).

Paintball/mini golf enquiry: DH said that this was one enquiry he had received for a stall. He has asked for further information, such as how much they are charging, how they would set up, etc. and is awaiting replies.

There was a discussion about this activity and what it actually involves. It seems that the paintball activity will involve shooting a target with a paintball gun, and the golf is made up of a wooden edged mini golf course.

Those present said that the activity will need to be risk assessed and that it will require £10M insurance, although AL said that if the paintball involved the target being located within a gallery, £5M might be adequate, however, this would need to be discussed with WBC's insurers.

DH asked about the level of fee they would be required to pay to attend the event.

Those present said that it should be £70 in order to be consistent with other vendors.

It was suggested that, if they do attend, they could be located in the same area as the rodeo bull.

7. Update – Stalls (advertising and booking)

DH confirmed that he had 23 pitches booked to date and reminded those present that the closing date for stalls is Friday 12th May 2017, but he was reasonably confident that this would be nearer to 50 by the time the Carnival takes place.

DH stated that there were also a couple of commercial stalls; Scissor Yappy and another selling hair accessories, a vendor selling pick and mix sweets/homemade fudge and Mama Cupcake. Unfortunately the latter only has £1M public liability insurance so could not attend.

IA said that he will advertise the booking of stalls, again, on the website to see if there is any more interest.

DH said that he had made no progress with regards to the Go Karts mentioned at the last meeting.

8. Update – Food Vendors

DH reported that had emailed Brendan and Maureen, enquiring whether they still wish to bring their food van to the event, but had not received confirmation either way.

The committee decided that this offer of attendance should be withdrawn as it has to be assumed that, due to no communication being received, they do not wish to attend.

DH reported that the following food vendors had expressed an interest in attending:

Fabios Stonebaked Pizza
Lean and Mean
Purveyor of sweet and savoury pancakes
Churros
The Village Club, Culcheth can also provide food

All of these are dependent on the necessary food hygiene and insurance requirements being met and the payment of the fee. It also needs to be on the understanding that they are aware other food vendors are on site, ie there is no exclusivity.

DH also commented that he had received an enquiry from a donut vendor, but was concerned that this was in competition with churros, however, those present were not all in agreement that this was the case.

9. Procession

DH said that the Army Cadets and Air Cadets will be in the procession in uniform and that the Village Pre-School, Northern Starr , Inspire School of Dance, Guides and Cubs have said they will be taking part.

The procession will be led by the samba band and stiltwalker(s).

DH confirmed that BA is providing certificates for the procession winners, etc plus some spares.

RB asked if Trolley Angels are taking part.

DH said that he had not heard from them, so assumed not.

AJ stated that he will probably be meeting with them on Friday at their weekly meeting, so will make some enquiries then.

PI enquired if DH had adequate parade marshalls.

DH confirmed that it is all sorted, as is the route for the procession.

10. Procession Route/Formal MUGA Opening

It was confirmed that the procession will start from the new MUGA at 12.45pm, which is to be preceded by the formal opening of the MUGA by the Mayor of Warrington, Cllr Les Morgan, at 12.30 pm.

AL requested DH to be available for a meet and greet with the Mayor at 12 noon. He said that Dave Cotterill (WBC) will be available to attend the Carnival.

RB asked if the MUGA opening would be taking place later in the day.

DH said that if the MUGA is formally opened prior to the Carnival opening people will already be over there to watch the start of the procession and to follow it back onto the field. It was agreed at the meeting that the Mayor should be asked to officially open the Carnival and judge the procession. RB to action.

A discussion took place as to whether the Chair of Birchwood Town Council should also say a few words during the opening, as the Town Council is the main sponsor of the event.

11. Update - Finance

DH stated that no other applications for grant aid for the carnival have been made. He is still waiting to hear whether the application to the Community Chest was successful or not.

GC said that there was in the region of £5,500 expenditure committed to the event.

IA enquired if it is permissible to have a bucket collection at the event in order to raise funds for the Carnival next year.

AL said that WBC will give permission for this activity to take place during the event.

The suggestion was made that there should be a stall, manned by volunteers, raising money for the Carnival event and that perhaps some side stalls would encourage people to visit the stand.

12. Update – Communication/Advertising

AL reported that information about the event had been sent to WBC's communications people and that the Forest Park page is to be updated with the details of the Carnival. A draft of this was circulated to those present.

He also reported that there will be scheduled tweets over the coming month to be shared on sister profiles; such as @WBC_Develop @walton_gardens @Warringtonbc @Warrington2021. These TWEETS will be scheduled once a day and also shared on facebook.

The carnival will be added to the WBC events list and shared on its main events as well as being promoted on the WBC homepage carousel.

All information to be shared on WBC's WINNIE 'let's talk' and environment Winnie homepage (intranet).

It may also be possible for it go in other WBC publications.

IA said that he will do regular posts on Facebook advertising the event.

FMc confirmed that after speaking with the Deputy Chair of the Council it is unlikely that, for various reasons, the Town Council's magazine will now be delivered prior to the Carnival.

RB asked about a poster for the event.

DH confirmed that he has produced a draft poster for the event and asked for feedback from Committee Members.

Those present indicated that the time of the event needed to be put on the poster and perhaps there should be something on it about Warrington Wolves.

RB reminded DH that a copy of the poster needs to be given to PN for the Bus Company to advertise the event on local buses.

PI reported that BC has arranged for the banners to be printed which should be available in the next few days or so. These are to be placed on the park boundary in the next week to 10 days.

13. Licences

AL said that licensing requirements were either in place or in hand and they are looking into having corporate licences going forward.

14. Site Plan

DH had produced a basic site plan. There is still not enough information regarding the number of stalls, attractions coming to create a definitive plan.

15. Any other Business

A response is awaited from the Police as to whether they will be attending the event.

DH informed those present that he has received a request from a local singer, Andy Costello, who would like to perform at the event if possible (no charge).

The Committee said that they are happy for him to perform, perhaps at the end of the programme as long as it is permissible under WBC's insurance requirements.

PI enquired if the Committee has asked Radio Warrington to attend the Carnival, which it had not.

After some discussion PI asked if Committee Members would like him to make some further enquiries, which was agreed.

16. Date and Time of Next Meeting

Wednesday, 24th May 2017 at 1.00 pm, Parkers Farm.