

Birchwood Carnival Committee Meeting

Wednesday 15th March 2017, 1.00 pm

Parkers Farm Community Centre

Attendees: Chair – Cllr R Bowden (BTC and WBC), D Hazlehurst (Ranger, WBC), G Kerry (Ranger, WBC), Cllr I Atkin (BTC), Cllr P Nelson (BTC and WBC), Cllr D Breslin (BTC), Peter Ives (Birchwood Lions), Barry Collins (Birchwood Lions), Erica Collins (Birchwood Lions)

F McDonald (BTC)

Apologies: A Lord (WBC), Cllr B Allman (BTC), H Findlay (Resident), James Howes (Warrington Wolves Foundation), Andy Jordan (Birchwood Community Church), G Crowe (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.

Cllr Ian Atkin – Sellafield.

3. To approve the Minutes of the Meeting held on 15th February 2017

The Chair asked those present to approve the Minutes of the Meeting which took place on Wednesday, 15th February 2017 as an accurate record.

FMc stated that AL had highlighted a change which needed to be made under 'Any other Business', as follows:

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and advised the group they had also resigned as Chair and Secretary of the Friends of Birchwood Forest Park and withdrawn from group activities.

DH requested the 6th para under Section (5) to read:

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.

The minutes were then approved with the changes as above.

4. Update - stalls and insurance

Stalls (and insurance)

DH said he had received 11 or 12 enquiries for stalls so far, but no bookings have been made as yet.

PN commented that the Committee needed to establish if the stalls can be covered under WBC's insurance.

IA said that this will come down to the level of public liability.

FMc read out a response from A Lord regarding insurance:

'... all stallholders will require public liability insurance. Standard requirement is £10M. Stallholders with less can only attend the event if insurance tea, approve public liability of a lesser amount "a charitable stall selling second hand books for example could be accepted with £5M public liability" any commercial stallholder regardless of size will require £10M unless their details are approved by our insurance team for a lower amount'.

PN reiterated that an urgent meeting needed to take place with WBC's Chief Executive, Prof Steven Broomhead to discuss insurance matters. RB to follow this matter up as soon as possible.

It was also suggested that AL be present at that meeting.

DH said that stalls need to be booked by Friday 12th May 2017.

IA asked for a copy of the form electronically and said that he will post it on the website.

DH to arrange for the form to be forwarded to IA electronically.

5. Volunteers

DH informed those present that two or three of his regular volunteers were able to be there on the day.

AJ has confirmed that the Birchwood Community Church have cancelled their usual service on the Carnival Day so that they can have a stall, provide volunteers and holding a short family service if agreed by the Committee.

PN commented that the Friends of Birchwood Forest Park might be able to provide some volunteers.

DH said that he is waiting for a response from the Army Cadets. He also said that he is waiting for a response from Sentry Security, a local company that had offered some assistance.

Birchwood Lions said that they would like a stall and they will also be able to provide some volunteers for the day, although the exact number is unknown at this stage.

PI suggested that Tori Stammers, the Lions Young Ambassador may be able to take part at the Carnival. He said that she would be covered for insurance under the Lions policy.

DH said that an enquiry had been received from Gorse Covert Cubs who would like to assist as part of their badge work.

6. Attractions Booked

RB asked DH to run through which acts have been booked, which are as follows: PA, samba, falconry, dog display team, Home Safari, nature microscope, art workshop, drum workshop, circus skills, ferrets. He added that the stiltwalker/balloon modeller had yet to be booked at a cost of £375.

DH confirmed that the marquee and toilets had also been booked.

A total of approx. £4750 has been spent up to now.

DH said that the provider of the donkeys only had £1M cover. They have only ever increased the insurance to £5M once, but the event organisers had paid for the increase in premium. They are not members of the Showman's Guild.

The Committee decided that it is unable to support this attraction based on the information provided.

DH said that he has a contact for a rodeo bull but has, so far, been unable to speak with them although he will follow this up.

PN said that the Wolves are providing some activities and entertainment, which is all free of charge.

FMc reported that Decathlon had said they could provide soft archery or badminton activities free of charge, but their insurance coverage is only £1M, so the Committee is regrettably not able to utilise this activity.

RB enquired about a climbing wall.

Previously, the Army Careers Service had provided this activity.

DH confirmed that the fairground had been booked, although they do not decide which rides will be on site until nearer the time. Some rides are dependent on ground conditions.

DH is to speak with potential food vendors and confirm their attendance; ice cream, churros, burgers. A £70 fee for food vendors was agreed.

DH confirmed that he has spoken with Outreach, Livewire who will have 2/3 stalls and will bring along mini tennis and badminton.

FMc reported that AJ had spoken with his son regarding some input from the High School. They will endeavour to obtain confirmation as to whether or not they plan any involvement and will report back to the committee once this is known.

DH was not able to provide any further information regarding low cost stalls eg hook a duck. He commented that this kind of activity is quite often run by some of the charity stalls.

A comment was made that this kind of stall was to be used to reduce the cost for families by providing some low cost entertainment, whilst raising some money for the Carnival Committee.

DH reported that a site visit is taking place tomorrow (Thursday) with the Wolves Foundation to decide upon a location for their activities.

PN enquired if the size of the main arena could be reduced, if necessary, to accommodate other acts/activities. She also asked those present if they thought some classic vehicles might be of interest.

A discussion took place on this topic and whether cars can be brought on site for the Carnival and the insurance implications of doing so, if any.

DH is to clarify the insurance position.

PN to make enquiries regarding classic cars.

Both are to report back at the next meeting.

7. Advertising

DH said that he had some posters advertising for stalls which he will distribute.

IA asked for a copy to be sent to him so that he can post on the Carnival's website page.

A discussion also took place about the best way to get this circulated within the community and it was felt that Birchwood Community and Chat might be a good place to advertise.

BC said that he can arrange for a large banner poster 10' x 3' for around £20-£25 if someone can forward the artwork to him. This would be placed on the perimeter of the Park.

He also enquired if DH had bunting for the roundabout near to Birchwood Forest Park, which DH confirmed he has.

AL had confirmed prior to the meeting that he is making enquiries for the event to be advertised internally (within WBC).

FMc said that the Town Council's newsletter should have been published in May, so the event can be advertised there.

IA also suggested that he could approach The Editor of the 'The Essential Guide'.

9. Tokens

FMc confirmed that Cllr J Flaherty has agreed to lend the tokens they have for St Elphins to the Carnival Committee; there are around 2,000.

However, the Carnival Committee queried the need for tokens after considering the acts and entertainment on offer.

This matter is to be discussed at a meeting nearer the date.

10. Procession

RB enquired if local activity groups and primary schools take part in the procession.

DH confirmed that ASDA, Karamba Samba, Northern Starr, Trolley Angels, Army Cadets, Air Cadets, Oakwood Guides, Primary Schools and the Church may all take part in the procession. He reminded people that the theme for the Carnival is Cartoon Characters.

BC confirmed that the Lions will produce certificates for the procession as in previous years.

IA said that he will advertise a 'call' for groups to take part in the procession.

11. Funding

DH said that no further information had been received as yet with regards to the application for funding made to the Community Chest.

RB and IA suggested that Birchwood Park could be approached regarding potential funding.

RB will make enquiries with Birchwood Park and IA will approach Sellafield.

PN will make enquiries with the Wolves and ASDA regarding potential funding or any other assistance they are able to offer, although it is noted that the Wolves are providing activities free of charge.

12. Licences

DH to make enquiries regarding any remaining licences.

13. Defib

No further information was available regarding the defibrillator.

14. Site Plan

DH will produce a site plan for the next meeting.

15. Any other Business

BC confirmed that the Lions will provide 3 long range and 3 short range radios for the Carnival and asked who will be the final decision maker on Carnival day.

DH confirmed that he will be the responsible person on the day.

MUGA official opening – It was confirmed that the official opening of the MUGA will take place on the day of the Carnival.

15. Date and Time of Next Meeting

Wednesday, 19th April 2017 at 1.00 pm, Parkers Farm.