

Birchwood Carnival Committee Meeting

Wednesday 19th April 2017, 1.00 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 P Nelson (BTC and WBC), Cllr D Breslin (BTC), Peter Ives (Birchwood Lions),
Barry Collins (Birchwood Lions)

G Crowe (BTC), C Caddock (BTC)

Apologies: Cllr I Atkin (BTC), F McDonald (BTC)

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 15th March 2017

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

The minutes were approved.

4. Update – insurance

RB stated that he had discussed the matter of insurance with Professor Steve Broomhead, Chief Executive, Warrington Borough Council, but he has not yet received a definite answer regarding the issue of whether all acts, attractions and stall holders must have £10M public liability cover. RB added that there does not seem to be a way where good judgement can be exercised regarding the amount of insurance liability required, rather than the strict adherence to the - £10M cover, or not at all - extremes.

The £10M insurance requirement is putting the 'star attraction' dog display team in jeopardy as they only hold £3M insurance (we have received an updated Certificate of Public Liability Insurance from them which runs until 14/08/2017).

AL reminded the meeting that the Borough Council's insurance stance is that all stallholders, acts, etc. will require public liability insurance. The standard requirement is £10M. Stallholders with less can only attend if their stall, act, etc. is specifically approved by the Borough's insurers; after their risk has been assessed. For example, a charitable stall selling second hand books could be accepted with £5M public liability; if the Borough Council is prepared to underwrite the additional £5M difference between £5M and £10M, should anything go wrong.

AL said that with regard to the dog display team, if the WBC insurance team is contacted and given risk assessment information – such as the display is held within a roped off area, there will be stewards to stop people entering the arena, the dogs are well trained and well supervised, that there is no actual contact with members of the public, etc.; it might be that they will accept the lower level

of insurance on this occasion and agree to underwrite the difference in risk up to £10M. AL said if DH gives him the relevant information about the display, he will contact WBC's insurance team. (DH/AL)

AL said that WBC cannot licence itself – it is up to the organiser of events (Parish/Town Councils) to ensure the correct questions are asked of stall holders, acts, etc.

RB asked if WBC will underwrite the risk for all stalls and attractions that do not have the £10M public liability cover.

AL stated that his understanding is that it will not. The Borough Council is still trying to ascertain what its insurance protocols will be going forward.

RB stated that it needs to be confirmed if the dog display team can still take part in the event with just £3M in cover. He suggested that next year the Town Council looks into how much it would cost for blanket cover for the whole event, if that was feasible; which he believes might be in the region of £600.

GC stated that the Town Council already holds £10M public liability cover, but he does not know if BTC's insurance or insurers would cover third party attractions, etc. over which we have little control.

RB said we need a 'fallback' position in case the dog display team or other stalls/acts, etc. cannot take part without £10M insurance. He asked if the Town Council could speak to its insurers regarding this matter.

It was agreed that BTC would contact their insurers to make enquiries regarding underwriting third party stalls, attractions, etc. for the carnival. (GC)

5. Update - Stalls (and insurance)

DH said he had received 6 firm bookings for stalls so far.

PN said that she had another enquiry for a stall, which she would pass on to DH. She also has a list of commercial stall holders which could be contacted if necessary (but the insurance status of these is unknown). (PN)

DH stated that he has 'commercial' bookings for a hair accessory stall and a soft toys stall – neither have the appropriate insurance. The only stall that has the relevant cover, so far is the Guide Dogs.

6. Update - Volunteers

DH confirmed to those present that two or three of his regular Ranger Team volunteers were able to be there on the day. He added that Andy Jordan is hoping to be able to bring three or four volunteers and there will be a couple of volunteers from Birchwood Lions.

PN said that the Friends of Oakwood Local Park may have a couple of people who wish to volunteer.

DH said that the Army Cadets have volunteered to help with the set-up of the site in the morning.

DH has emailed the Gorse Covert Cub Scouts, who had expressed an interest in helping out as part of their badge work, but has not yet received a reply.

PI will speak to the Lion's Young Ambassador, Tori Stammers, to confirm that she is available on the day. She will be covered by the Lions' insurance.

RB asked which members of the carnival committee will definitely be available on the day of the carnival. DH, GK, PI, PN have confirmed their attendance. DB will be able to attend for part of the event, if not all.

7. Update – Acts

DH advised those present that there had not been much progress made since the last meeting.

Stilt Walker: The stilt walker is not available; however, he is contacting a colleague who might be able to substitute for him. DH is still awaiting confirmation and prices (and insurance information).

Rodeo Bull: DH stated that he has found a company, SJ Leisure, which can supply either a 'normal' rodeo bull, which you have to be over 1m tall to ride, or a junior rodeo bull, mainly for children. The cost of either is £295 with an additional £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.

It was agreed to book the junior bull. (DH)

Donkeys: DH has spoken to the supplier of the donkeys. They were disappointed that they could not attend without the £10M public liability insurance. They said they would get a quote for the additional insurance for the day, but asked if there would be some leeway on the 10% of their takings usually paid for being able to attend. They have not been back in touch yet.

Those present felt that having the donkeys rides would be an additional attraction and were prepared to give some leeway on the percentage of takings received.

DH said that he would email the donkey supplier and let them know. (DH)

Outreach Livewire: DH stated that they still seem keen to come with a pitch to provide mini tennis, badminton, etc.; however they have not yet confirmed.

Birchwood Community Church: There has not been any update received yet from the church.

Birchwood Community High School: Performing Arts - RB said that there does not seem to be any interest from the high school at this point in time.

Classic Cars: PN stated they will not be attending as several of the cars have been sold.

Warrington Wolves: DH said that the Wolves Foundation has been to the site and will be attending. They need an area of around 25m x 25m to hold their activities.

PN said that she will try to see if a couple of the players could attend. (PN)

Family Church Service: RB said that a request has been made for there to be a short family church service at the carnival.

DH said that he was not aware of the request.

GC reported that the request had recently come through the Town Council office.

GK said that there used to be a family service in the main arena area, held prior to the start of the carnival, at around 11am. Approximately 200 people used to attend.

RB said that we would need to know how much space they require, etc.

DH said he would contact Andy Jordan and find out what the proposal for the service would be. (DH)

Payment for Acts: DH confirmed that the majority of acts send an invoice after the carnival. The one payment made upfront has been a 25% deposit for the dog display team (£193.75).

8. Update – Stalls (advertising and booking)

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

He reported that he had sent out forms to potential stall holders from his standard mailing list and there has been quite a lot of interest, (although not all those, if any, will have with the necessary level of insurance cover).

DH stated that one stall will be selling homemade soap, another is selling hair braids. He has also had enquiries regarding a paintball range and crazy golf. DH has asked what they are charging, how they would set up, etc. and is awaiting replies.

Those present asked for clarification, specifically regarding the paintball, which they did not believe would be appropriate at the carnival – unless it is a stand advertising paintball days.

AL said there is a danger that commercial operators could simply be using the carnival for cheap advertising and to be aware of this.

RB asked if clarification could be sought, particularly regarding the paintball. (DH)

DH said that stall enquiries are still being received.

PI said that he had been involved with Fearnhead Community Day, where two of the attractions, small bumper cars in an inflatable arena and radio controlled cars in a covered and contained area had proved to be popular attractions.

DH said that for two years Go Karts had been at the event, on an inflatable course, however, it had not been profitable for the supplier who decided not to come again (although both those carnival days had experienced poor weather). DH said that he would ask the supplier if they wished to attend again. (DH)

9. 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.

RB noted that the carnival is less than two months away.

DB commented that we need to know whether or not food vendors are available very soon, otherwise we could be stuck in a position with no refreshments available on the day.

DH said that he could look for similar food vendors who might be available.

RB said that WBC must already have a list of food vendors from the area who are already vetted for their local licences.

PN said that The Village Club from Culcheth do outside catering; they bring their own marquee and can supply whatever is required – burgers, sausages, spaghetti dishes, etc. She added that she could contact them and make enquiries, including the status of their hygiene and insurance certificates.

AL said that at this point we need to be seeking alternative providers. If Brendan and Maureen do confirm they wish to attend, they can be an additional food vendor.

It was agreed to contact The Village Club regarding catering. (PN)

DH stated that ice cream had been sorted out – he has a supplier who will bring two vans.

DH reported that the churros supplier was unhappy with the price increase, which had been agreed at the last meeting. They had previously paid £50, not £70 for a pitch, which the burger vans had been paying. Their concern is that their turnover and pricing is not the same as the burger vans, so their profit potential is lower. DH has sent an email to them, but has not yet received confirmation of whether they intend to attend or not.

RB said that the decision was taken at the last meeting that all food vendors should pay the same rate, so this should stand for this event.

DH said he had received an enquiry from a donut stall, but has not yet received the full contact details.

RB asked if the fairground also provides food vendors.

DH confirmed they do.

10. Tokens

Following a discussion regarding the potential use of tokens at the carnival, it was agreed they would not be required for this event.

RB suggested this be revisited for future carnivals if there are going to be more activities that will require money handling.

11. Procession

DH said that the Army Cadets and Air Cadets will be in the procession in their uniforms. Asda might have a group and the Gorse Covert Cubs have been invited to participate. DH added that it is proving hard to get fancy dress groups together, but he is still looking.

RB commented that this seems to confirm that the procession is coming to the end of its days.

DH said that it is quite a commitment to put the time and effort into designing and making costumes.

DB said it seems there has never really been an appetite for a procession for the last few years.

PN noted that even when the procession started in Oakwood and was allowed to travel on the roads (with floats) because of the route it took, there were not many places where people would naturally gather to watch it go past.

DH said that the samba band will lead this year's procession.

BA confirmed that he will print and laminate certificates for the procession winners, etc. (and bring spares).

RB said that a decision can be made next year whether to continue with the procession or not.

12. Procession Route/Formal MUGA Opening

It was suggested that the procession starts at the new MUGA, which is to be formally opened on the day.

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

DH said that if the MUGA is opened earlier than the formal opening of the carnival, then there will be people already over there to watch the start of the procession and to follow it back onto the field.

DH added that the carnival procession usually takes place at around 12.45pm, with the official opening hours of the event being from 1pm to 4.30pm.

PI commented that if the MUGA is officially opened before the carnival, then people will not have to move away from the attractions later on.

AL suggested that more people would be likely to attend the opening if it was before the carnival started. There would be a 'captive audience' over at the MUGA for a photo opportunity if it was to take place just before the procession starts. This would be better for publicity as it would make for a more attractive photo call, especially to be able to include some of the young people it is intended for.

PN said that she would try to get some Wolves players to attend the formal MUGA opening. (PN)

AL suggested getting Wolfie to the opening as well, as he is always popular. (PN)

Following further discussion it was agreed that the formal MUGA opening would take place prior to the procession at 12.30pm. (DH to put on running order)

RB asked what the formal opening would consist of.

The Town Council has some ribbon that can be used to be cut.

PN suggested asking the Mayor to formally open the MUGA. (PN)

A discussion also took place about the formal opening of the carnival (usually done by the new Chair of the Town Council) and whether the Mayor should be asked to do this too, if he can attend. Nothing was definitely agreed at this meeting. (Decision to be made at the next meeting.)

13. 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.

At the March meeting it had been reported that a total of approx. £4750 has been spent up to now. With the exception of a deposit for the dog display team (£193.75) no other additional payments have yet been made to acts/attractions.

GC stated that with regard to projected income for the event, this remains unknown at present as there is no complete figure available yet for the number of stalls that will be booked.

14. Update – Communication/Advertising

RB reported that although IA had been unable to attend today's meeting, he had emailed an update regarding the advertising of the carnival: *"I submitted a second article to the Birchwood Essential Guide which I understand has now been distributed.*

I also submitted an article to the Warrington edition of the "Local Life" magazine after they approached us through the Facebook page.

We have had a number of enquiries about stalls through both the website and the Facebook page - after some initial confusion I believe Dave has now responded to all of these.

I posted a story advertising the dog display team on the website and shared this to both our Facebook page and the Birchwood Community & Chat page. I will post similar items as we get closer to the event.

In the last month the website has been viewed about 200 times and about 1,100 people have seen our Facebook content."

BC stated that he has two stands that he can donate for advertising the carnival at the shopping centre, as has been done in previous years.

It was suggested that more recent photographs be supplied for the stands. (DH)

GC stated that the newsletter should be published prior to the carnival and that the carnival will feature in the newsletter.

PN asked for a copy of the main poster which is to be put on all the Birchwood buses (arranged with Network Warrington). (DH)

AL said that he could arrange for information to be put on the WBC website's home page and event page. AL asked if the information could be sent to him to forward on to the WBC communications team (date, time, attractions, images, etc.) (DH/AL)

PN, AL and BC suggested various other general websites where the information could possibly be advertised.

RB said he would speak to IA about advertising more widely. (RB/IA)

BC said that he could arrange for an 8m x 2m in a yellow background with green print and logos for £20. It would have vinyl eyelets.

Following a discussion it was agreed to purchase two banners with the wording 'Birchwood Carnival this Sunday'. AL and CC to arrange for the logos to be sent to BC. (BC/AL/CC)

Suggestions were made as to where the new banners could be installed. This can be agreed nearer the time. DH said that the old banner is still available to put near the Moss Gate traffic light junction. This just requires a change of date. (DH)

BC stated that he also has bunting that can be put round the entrance to the car park to make it look more attractive on the day. BC can also supply radios as well as the certificates for the procession and the stands for the shopping centre display. (BC)

15. Licences

AL said that the PRS Licence is already in place (£60). The PPL Licence is still required. The cost is usually less if it is paid for in advance. (DH/AL)

BC asked whether WBC has a blanket licence in place.

AL stated it does not, however it would make sense and is something under consideration.

16. Defibrillator

AL stated that he had been led to believe that there was a defibrillator available, ready to be installed. It turns out that this is not the case. WBC will be happy to work with the new Friends Group if this is something they wish to progress at a future date.

PI enquired about first aiders for the event.

DH reported that St John's Ambulance has been booked to supply first aid cover.

BC suggested that the Rotary Club might consider purchasing a community defibrillator if they are approached with a request.

17. Site Plan

DH had produced a basic site plan. This can be amended if necessary. There is currently not enough information regarding the number of stalls, attractions coming to create a definitive plan.

18. Any other Business

BC enquired whether the Police have been informed of the event.

RB stated that they are aware of the event. If they are in Birchwood on that day they will probably attend for some of the time.

19. Date and Time of Next Meeting

Wednesday, 10th May 2017 at 1.00 pm, Parkers Farm.