

## **Birchwood Carnival Committee Annual General Meeting**

**Tuesday, 23<sup>rd</sup> January 2018, 1.00 pm**

**Parkers Farm Community Centre**

Attendees: Chair – A Lord (WBC), D Hazlehurst (Ranger, WBC), G Kerry (Ranger, WBC), Cllr D Ellis (BTC), P Ives (Birchwood Lions), B Collins (Birchwood Lions), D Fisher (Friends of Birchwood Forest Park), Beky Wakefield (ASDA), G Crowe (BTC)

Cllr R Bowden (BTC & WBC) – arrived later on in the meeting (previous meeting overran)

Secretary - F McDonald (BTC)

*nb. any reference to attendees in these notes will be made using initials*

AL welcomed those present to the AGM.

### **1. Apologies for Absence**

Apologies received from E Collins, Cllr I Atkin (BTC).

### **2. Minutes of the AGM held on 30<sup>th</sup> November 2016**

It was noted that these minutes had previously been approved at the Carnival Committee Meeting held on 11<sup>th</sup> January 2017.

### **3. Chair's Report**

AL reported that as the Chair was delayed, he commented that the feedback received regarding the 2017 Carnival had been positive.

The cost of the Carnival had been underwritten by BTC to enable this important community event to go ahead, however, some money is to be returned to the Town Council (see finance section).

He also commented that a mention should be given to those people who organise and run the event as it involves a great deal of work.

### **4. Treasurers Financial Report 2016/17**

GC reported that a set of accounts has been produced which showed a surplus of £1925.21. This is to be returned to the Town Council. The remaining balance in the Carnival Committee's bank account will be the amount they started with.

The Town Council had provided around £4,000 plus funding for portaloos and the marquee, bringing the total to around £5,000 in order to enable the 2017 event to go ahead.

GC added that it is anticipated the Town Council will be responsible for booking the main attractions for the 2018 Carnival, which will be discussed with Members at the Town Council meeting later this evening.

He said that, based on the current income and expenditure, it is not possible for the event to be self financing, at least at the present time, and that to rely on sponsorships is unrealistic at the moment.

DE commented that it may be possible, should the BID (Business Improvement District) go ahead, that some funding may be available as there is a 'community' element to it, although realistically this is some 12-18 months off.

GC also reported that the £500 grant from the Communities Initiative Fund remains outstanding, but it is being chased up by GK and DH, although unsuccessfully at present.

AL stated that he will undertake to follow this up and asked GK and DH to provide the necessary detail to enable him to do so.

GC said that he is able to verify the Carnival Committees accounts and they can now be signed off.

GK added that she is in the process of updating signatories on the Carnival Committee's bank account to enable greater flexibility.

GK to arrange for cheque in the amount of £1925.21 to be issued to Birchwood Town Council.

## **5. Election of Carnival Committee**

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

AL called for nominations for the position of Chair.

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

AL, called for nominations for the position of Secretary.

AL nominated FMc, this was seconded by PI. No other nominations were put forward.

RB asked for nominations for the position of Treasurer.

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

GC will remain as Auditor for the accounts.

## **6. Declarations of Interest**

No declarations of interest were received.

## **7. Minutes of the meeting held on 5<sup>th</sup> December 2017**

DH queried two items on the minutes, seeking clarification.

Under Item (9) Stalls and Fees, he raised two points, one relating to the administration of a % of takings and the other item relates to the non-refundable deposit for food vendors.

A discussion ensued with the following outcomes:

Fixed fee or % of takings – It was agreed that the non-refundable deposit element should be removed, but that DH should review forms and incorporate any necessary amendments with regards to the % takings aspect as it is too difficult to administer in its current format ie based on a verbal agreement.

*Clarification from meeting held on 27<sup>th</sup> February 2018 (ref. item 7 above):*

*The minutes of the AGM held on Tuesday, 23<sup>rd</sup> January were approved with a couple of clarifications.*

*A discussion took place regarding the item on % of takings for stallholders, under item 7:*

*Those present agreed that, as there is no form for this type of booking, any correspondence between WBC and the vendor needs to be specific regarding the % of takings which will be paid to the Carnival Committee as payment for having a stall/attraction at the event.*

*Similarly for food vendors (those paying a set fee). There is no booking form and no formal process. Bookings are done via DH by email. It was reiterated that bookings for food vendors need to set out what is required in order to have a food stall at the Carnival, eg food hygiene certification, insurance requirements and be clear with regards to the fee that is payable.*

## **8. Carnival 2018 – Main attractions/items**

AL requested an update re: bookings made so far.

- FMc reported that the Llamas, rodeo bull, bubbleologist and climbing wall bookings are all in hand.
- GK reported that the fairground has been booked and that a message has been left with Vale Royal Falconry, similarly with the Circus Skills providers.
- DH reported that a quote had been obtained from Nationwide Marquee Hire of £1,067 plus VAT (£1280.40) for the cost of a marquee, 65 tables and 120 chairs.
- No quote has been received as yet regarding the portable toilets.
- GC reported that the cost of the marquee and toilets is usually borne by the Town Council under a 'standing arrangement'.
- DH also informed those present that an Event Notification Form has been completed for Warrington Borough Council and that the site plan/management plan requirements are in hand.
- DH stated that he has left a message with John Gordon regarding PA and is awaiting a reply; the first aid is to be arranged.

As PN was not present at the meeting, no update was available regarding the Wolves Foundation or the possibility of borrowing a sandpit from Livewire for the event.

AL enquired if the Friends Group might be willing to run the sandpit and hold a sandcastle building competition. DF will take this to the Friends Group meeting.

It was also agreed to see if a local supplier might donate some sand and tarpaulins for the event. FMc to make some enquiries.

DE informed those present that he is due to meet with a representative of Active Warrington and asked if the Committee thought a treasure hunt or five a side competition, incorporating the MUGA, might be well received. Those present were of the opinion that although this is a good idea, it should perhaps be done at a different time, perhaps during school holidays.

AL commented that this kind of event may also cross over with the Warrington Wolves Foundation.

AL requested an update from PI regarding the miniature railway.

PI reported that Knutsford Lions no longer has a miniature railway, however, he is continuing to make enquiries to see if he can locate a similar railway.

A suggestion was made to investigate the possibility of a Punch and Judy show, particularly as the show relates to the seaside.

GK to make some further enquiries.

## **9. Band**

The Carnival theme is 'the seaside' and the musicians would be required to lead the procession and perform during the afternoon, which limits the type of music.

Some other suitable musical acts were discussed, however, they were considered prohibitively expensive.

A discussion took place regarding an appropriate band for the event and it was decided that Karamba Samba, who performed at the event last year, can provide this type of musical entertainment for a reasonable price (around £400).

AL asked DH to approach Karamba Samba and make the booking.

## **10. Finance**

AL asked DH and GK to provide an update regarding grants.

DH confirmed that the £500 which was awarded to the Carnival Committee for the 2017 Carnival has still not been received, despite being chased up. AL to chase (see item 4).

DH also confirmed that he is in the process of completing an application form for the Community Initiative Fund. This will enable the Committee to apply for up to £3,000 (from a pot of £60K). He is aiming for the next application deadline which is 1<sup>st</sup> February.

*It was suggested that DH should apply for £2,000 from the fund towards the cost of the Carnival (clarification from 27<sup>th</sup> February 2018 meeting)*

AL welcome Beky Wakefield of ASDA to the meeting and asked her to outline ways in which ASDA may be able to offer assistance with the Carnival.

BW introduced herself as the Community Colleague from ASDA. She said that the ASDA Foundation is willing to put money back into communities and said that she had already met with FMc to discuss possible ways in which ASDA can get involved in the Carnival.

She confirmed that she will submit an application to the ASDA Foundation for a grant which will support the cost of the bubbleologist and that if ASDA is involved with a stall on the day they can match any money made up to a maximum of £100. In addition, she and some of her ASDA colleagues can volunteer to help on the day.

BW also added that there is scope within the shop for her to be able to display posters and to put something on ASDA's internal social media.

AL thanked BW for attending and for ASDAs contribution and suggested that she liaise with IA with regards to online event advertising.

AL asked GK to update those present with regards to returning a sum of money to Birchwood Town Council.

GK confirmed that a cheque in the sum of £1925.21 will be issued to Birchwood Town Council at the end of the meeting.

A discussion took place with regards to seeking other external funding for the event, possibly corporate sponsorships.

DE confirmed that he will raise the matter with Birchwood Forum and/or Birchwood Business Park.

## **11. Advertising**

A discussion took place with regards to the procession and how to encourage more participants.

It was agreed to ask IA to advertise the theme for the procession and the fact that there is a prize for the best group fancy dress.

BC suggested that Birchwood Community and Chat might be a good place to advertise the event.

The Essential Guide was also suggested as a potential route for advertising, as well as The Guardian online.

AL asked DH to write a half page article about the Carnival for inclusion in these publications.

## **12. Refreshments**

DH confirmed that he has not yet made any contact with possible food vendors.

He stated that he has been contacted by someone who has a 'fizzy cart', selling Peroni and asked those present for their views.

Those present said that as Peroni is beer, and the Carnival is a 'dry' event, it is not considered suitable so they should be declined.

## **13. Insurance**

AL confirmed that he now has an updated, agreed insurance matrix which can be circulated with the minutes.

#### **14. Stalls and Fees**

DH confirmed that he has put together three new booking forms; one for charity stalls, one for craft stalls and one for commercial stalls.

He commented that the admin involved with these bookings can be onerous and, after much discussion, it was suggested that a Q&A sheet should accompany booking forms which should answer most, if not all, questions.

#### **15. Any other Business**

BC confirmed that the Lions will provide radios and framed certificates.

He also commented that any person(s) volunteering in the children's areas should be DBS checked.

BW confirmed that she, and all of her Community Colleagues, are DBS checked.

BC also confirmed that all of the Lions are DBS checked.

#### **6. Date and Time of Next Meeting**

The next meeting will take place on Tuesday, 27<sup>th</sup> February 2018 at 1.00 pm, Parkers Farm.