

Birchwood Carnival Committee Meeting

Tuesday, 5th December 2017, 1.00 pm

Parkers Farm Community Centre

Attendees: Chair – A Lord (WBC), Cllr I Atkin (BTC), Cllr P Nelson (BTC and WBC), P Ives (Birchwood Lions), B Collins (Birchwood Lions), D Hazlehurst (Ranger, WBC), G Kerry (Ranger, WBC), D Fisher (Friends of Birchwood Forest Park), G Crowe (BTC)

Secretary - F McDonald (BTC)

Apologies: Cllr R Bowden, Cllr D Breslin, E Collins

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

1. Welcome

AL 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.

Cllr P Nelson – Grant Board (WBC)

3. To approve the Minutes of the Meeting held on 17th October 2017

The Chair asked those present to approve the Minutes of the Meeting which took place on Tuesday, 17th October 2017 as an accurate record.

The minutes were approved.

4. 2018 Carnival – entertainment and attractions

AL asked those present to consider the information FMc had provided relating to acts that had been suggested by Committee Members at the previous meeting.

He added that the act(s) chosen need to appeal to a wide audience and should perhaps be something that hadn't been seen at the Carnival before.

Those present voted, by way of a show of hands, in favour of the llama display team, a rodeo bull, climbing wall (Mountain Monkeys) and bubbleologist. They also requested Vale Royal Falconry as the birds of prey have always been a popular attraction.

The Committee also need to consider: a band to lead the procession and perform; nature's microscope, art workshop; drum workshop, circus skills, personal address system, ferrets, first aid, Northern Starr and Radio Warrington (approx. £1322 in total).

After some discussion, the Committee agreed that John Gordon should be asked to compere/MC the event, as he had done in previous years and all of the aforementioned, with the exception of Radio Warrington, be booked for the event.

A query was raised as to why Radio Warrington had been booked last year at a cost of £150.

PI responded by saying that they had been booked because Committee members thought that it would help advertise the Carnival to a wider audience.

The Committee believe that with a better advertising campaign, including social media, and more colourful posters, this could be done in-house.

FMc to progress the booking of the llamas, rodeo bull, climbing wall and bubbleologist. **FMc**

DH to arrange and book the standard items; drum workshop, birds of prey, licences etc. **DH**

FMc and DH to liaise to ensure nothing is missed. **FMc/DH**

AL enquired how much had been spent so far if all of the above acts, attractions and necessities, such as first aid are booked.

GC said that it would be in the region of £6K, although some of this would be offset from income from other sources such as the fairground (£850) and in excess of £200 from vendors.

A discussion ensued with regards to grant funding available and the Committee agreed that it should actively seek funding from other sources to offset some of the cost of the event.

GK commented that they had not yet received the £500 grant awarded by the Community Chest for the 2017 Carnival. **GK/DH to chase.**

There was concern that the cost of fairground rides was high, making it expensive for families and a query was raised as to whether an alternative provider could be found.

AL and GK said that there is a code of ethics amongst showmen and one would not take another's 'pitch'. It was also stated that Silcocks, the current fair provider, had much larger rides available which are the ones people seem to enjoy more.

A lengthy discussion took place regarding the fairground, which concluded that the usual fairground provider, Silcocks, would be asked to provide the rides again in 2018. They are licensed separately via WBC and are obligated to reinstate the land if it becomes damaged.

It was also agreed that PN would make enquiries with the Wolves Foundation to see if they would like to attend the 2018 Carnival, along with Wolfie and perhaps a couple of the current players, if available. **PN**

5. Procession and theme

It was confirmed that there will be a procession and reiterated that the theme is 'the seaside'.

PN said that she would make some enquiries through Livewire about borrowing their large sandpit for the Carnival. **PN**

6. Stalls and Refreshments

DF asked if the Friends Group would be permitted to extend their offer to include hot food.

AL said that he could not foresee a problem, and in principle said 'yes' as long as all food hygiene and insurance requirements are complied with.

It was reiterated that there would be no exclusivity available for food offer and price points would be varied.

It was agreed that the following should be on offer, if the vendors are available and wish to attend: Churros, Pizzas, Pancakes, Ice Cream (provider may bring 2 vans)

It was decided that no approach would be made to The Village as the Friends Group intended to extend their food offer to include hot food.

7. Insurance

AL confirmed that WBC has a draft matrix of the levels of insurance required by their insurers for community events, which he went through during the meeting.

Broadly speaking, low risk items require £5M insurance and high risk £10M.

He said that it will be circulated, once approved. **AL**

8. Finance

GC enquired when the £998.19 might be refunded to the Town Council.

GK confirmed that this has not yet been done as the cheque book and accounts are currently being audited, but she will arrange for this to be done as soon as she can. **GK**

RB and IA reiterated are to apply online to become signatories on the Birchwood Carnival and Festival Committee bank account. **RB/IA**

A discussion then took place with regards to potential funding for the event.

AL asked DH to put together a funding application to apply to the Neighbourhood Fund for £2K. **DH**

FMc reported that she has been liaising with ASDA with regards to some potential funding or sponsorship from them and reported that an approach for funding has also been made to Galliford Try. **FMc**

9. Stalls and Fees

The following was agreed:

- Fee to deliver a food/refreshment related service £70-£100; there needs to be a variety of 'offer'
- Friends Group would also be offering refreshments via the café
- Food vendors pay a non-refundable deposit in advance; balance paid on the day
- % of takings is too difficult to administer
- Charity stalls £5.00 per pitch*
- Non-charity stalls eg home crafters £10 per pitch*
- Low level commercial £30 per pitch*
- Large commercial POA

**Pitch includes a table, but no chair*

10. Any other Business

- Classic Cars – it was decided that this would not be pursued this year.
- Skateboarding – AL reported that he was not certain if the refurbishment of the skateboard area would be refurbished in time for the Carnival.
- PI to make enquiries with Knutsford Lions regarding a miniature railway. **PI**

11. Date and Time of Next Meeting

Tuesday, 23rd January 2018, 1.00 pm, Parkers Farm. **Please note that this will be the AGM.**