

Birchwood Carnival Committee

Tuesday, 17th April 2018, 1.00 pm

Parkers Farm Community Centre

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

Secretary - F McDonald (BTC)

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

RB welcomed those present to the meeting.

1. Apologies for Absence

Apologies received from: Cllr R Bowden (BTC & WBC), Cllr P Nelson, Beky Wakefield (ASDA), B Collins (Birchwood Lions)

2. Declarations of Interest

None.

3. Minutes

The minutes of the meeting held on Tuesday, 27th March 2018 were approved.

4. Carnival 2018 – Main attractions/items

AL requested an update re: acts and attractions:

- GC reported that we are now in receipt of a contract from Blackrock Llamas and that a deposit of £325 is required upon booking. He added that there were a number of items needed for the act, as follows:
A roped off area ideally 60m x 40m with P/A system and radio microphone or long lead mic. capable of simultaneous commentary and CD playing facilities. Also parking for artiste's horsebox and up to two other vehicles next to arena.
Committee Members asked how many Llamas take part in the display (GC to check) and enquire about the arrangements which would be in place for any animal waste, particularly as this display will be taking place in the main arena. GC to enquire.
DH to liaise with John Gordon PA regarding microphone and music requirements and make arrangements for the appropriate size arena.
A discussion took place as to what constitutes inclement weather.
AL agreed that the booking documents can now be signed off.
- DH reported that the portaloos and marquee hire are booked.
- DH confirmed that the site plan/management plan is in hand. DH
- Sandpit – After much discussion regarding the pros and cons, it was agreed that a final decision will be delayed until the next meeting, although it was agreed that there is not to be a sandcastle building competition this year.
As the Friends Group would be fully occupied with the café, DE to check if one of the mums and tots groups might like to take this on and supervise the children playing in the sandpit eg. Totzone.
AL suggested that a minimal charge of 50p should be applied and that perhaps ASDA might provide some buckets and spades.
He also asked DH to check the availability of WBC's tractor for moving bulk bags of sand around the site.
- Punch and Judy. DH is making some enquiries regarding availability.
- DE said that he had located a miniature railway however, as it had been agreed at a previous meeting not to pursue further for this year's Carnival, DE was asked to obtain some further information for consideration for next year's carnival. DE
- DH is waiting to see if the stiltwalker/magic show/balloon modeller is available for the Carnival. DH

- 69th Field Regiment Artillery Display Group are booked.
AL asked that they provide a risk assessment, specifically if members of the public are to be asked to lift any munitions as they can be very heavy. He said that if it is a static display then £5 PL cover should be adequate. However, this will be confirmed once he has had sight of the risk assessment.

5. Finance/Grants

DE reported that Patrizia, the management of Birchwood Park, would like to make a donation and that it would probably be in the region of £400.

He also confirmed that the Birchwood Shopping Centre has offered to donate £250.

GC enquired about the status of the grant from the Community Initiative Fund.

DH said that it has not been received yet.

GK also informed those present that there was no further information regarding the ASDA Foundation Grant.

FM reported that IA had completed and signed the new mandate; RB has completed the form online, it just requires his signature although this is in hand.

6. Advertising and Social Media

IA confirmed that he has advertised the procession and the 'save the date' poster and that he has been in contact with Warrington Borough Council.

FM said that some posters have been delivered to ASDA for BW's attention for posting on their noticeboards.

DH and IA indicated that they will work with WBC's communications team with regards to press releases etc.

IA is investigating the app whereby visitors are encouraged to review local attractions and events via their phone.
IA

It re-iterated that the names of the event sponsors should appear on any publicity material; Sellafield, Patrizia, Birchwood Shopping Centre, Community Initiative Fund, ASDA as well as WBC and BTC.

Posters on buses – feedback from PN awaited. PN

7. Refreshments - Update

DH confirmed that several food vendors have been booked, and that he is in the process of chasing the documentation they are required to provide.

DF confirmed that the Friends Group have everything in hand for opening the café for the event and that they will have a veggie option available.

8. Insurance

There was nothing further to report.

9. Stalls

DH reported that he has had four or five bookings made and a number of other enquiries, including one from 'Raspberry Fields' which is a pony party business.

After discussion, it was agreed that DH would offer them a double pitch, although this may not be in the main area for stalls due to the fact that it would involve animals. The cost of the stall would be £60.

10. Volunteers

FMc informed those present that three Town Council staff would be available to help with setting up, taking down and litterpicking the site at the end of the day.

DH confirmed that he has everything in hand for the Stewards briefing.

11. GDPR

The matter of GDPR (General Data Protection Regulations) which comes into force on 25th May 2018 was raised in connection with the handling of people's personal details in relation to the booking of stalls etc.

IA said that he has updated the contact form and privacy policy on the website in line with the new GDPR legislation (covers Facebook, social media, google analytics etc), the onus is on positive acceptance rather than an assumption.

He has asked people opting in if they consent to their details being retained until the 2019 Carnival. This will enable Carnival organisers to get in touch with them to enquire if they are interested in having a stall at the next Carnival.

13. Any other Business

None.

14. Date and Time of Next Meeting

The next meeting will take place on Tuesday, 8th May 2018 at 1.00 pm, Parkers Farm.