

Birchwood Carnival Committee

Tuesday, 27th February 2018, 1.00 pm

Parkers Farm Community Centre

Attendees: Chair – Cllr R Bowden (BTC & WBC), Cllr P Nelson, Cllr D Ellis (BTC), Cllr I Atkin (BTC), A Lord (WBC), G Kerry (Ranger, WBC), P Ives (Birchwood Lions), Beky Wakefield (ASDA), 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 B Collins (Birchwood Lions), D Fisher (Friends of Birchwood Forest Park), D Hazlehurst (Ranger, WBC), Cllr Muriel Hearldon (BTC), Cllr T Hearldon (BTC) and Cllr D Breslin (BTC)

2. Declarations of Interest

Cllr I Atkin – Sellafield (employer)

3. Minutes

The minutes of the AGM held on Tuesday, 23rd 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.

The last item related to the 3rd para. On item 10:

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 1st February.

GK said that although they could apply for up to £3,000, it had been agreed that they should apply for £2,000 which they have subsequently done.

4. Carnival 2018 – Main attractions/items

RB requested an update re: acts and attractions:

- FMc reported that the rodeo bull, bubbleologist and climbing wall bookings have all been booked and deposits paid. She reported that she has had verbal confirmation that the llamas are booked, but is currently awaiting booking forms and invoice for deposit from the vendor. FMc
- GK reported that Vale Royal Falconry and the Circus Skills provider are booked.
- GK reported that DH has the portaloo and marquee hire in hand.
- GK confirmed that DH has the site plan/management plan requirements in hand. DH
- GK said that John Gordon, the PA has been booked but that his fee has increased this year to £425. Committee Members enquired if there was any scope for negotiation. DH/GK to enquire.

- GK confirmed that first aid cover for the event has been arranged.
- PN said the it is unlikely that any of the Warrington Wolves players will be able to attend the event as they are heavily involved in the Challenge Cup, with the Wolves Foundation also looking doubtful.
- Sand/Tarpaulins – FMc reported that she has been unsuccessful so far in getting someone to donate these items.

PN has contacted LiveWire but does not have a definitive response as yet. PN

AL asked GK to make some enquiries with Silcocks, however, it may also be possible to buy some timber, tarpaulins and sharp sand (to be delivered in tonne bags on the Friday) and put together a sand pit area. GK/DH to enquire with Silcocks.

- Miniature Railway – PI has been unsuccessful so far in locating a portable layout, but will persevere.
- Punch and Judy. GK reported that they have been given a contact regarding Punch and Judy. DH to investigate.
- Karamba Samba are booked for the event at a cost of £400.
- PN passed on details of the 69th Field Regiment Artillery Display Group who have several vehicles that could be brought, free of charge, to the event. The only cost involved would be for any shells fired. As Birchwood has a historical link to munitions, the war and it is the the 50th anniversary of the land being acquired by WRDC, it was agreed that further enquiries should be made. FMc
AL commented that DH would also need to be involved as it would involve moving some heavy vehicles around on the site. He also reminded the meeting that anyone bringing their vehicle onto the site as part of a display is required to notify their own insurers accordingly.
PI said that one of the members of the Lions has a Russian jeep and some other military items and that he could make some enquiries if there is any interest.
It was suggested that the site layout needs to be looked out as space for these items might be an issue.

5. Finance/Grants

GK confirmed that she has now had notification that the £500 grant for the 2017 Carnival from the Communities Initiative Fund will be paid to the Carnival Committee.

She also confirmed that DH has completed and submitted an application form for the Community Initiative Fund, applying for £2,000. It is anticipated that this money should be paid prior to April 2018.

PN informed those present that this application for funding of £2,000 has been successful.

BW said that she and GK have completed the application for funding from ASDA, for the bubbleologist, in the amount of £450 plus VAT and is hopeful of a positive outcome.

As the Town Council has already paid the deposit in order to secure the bubbleologist for the event, it was suggested that any funding awarded by ASDA should be paid to the Carnival Committee as a donation.

DE informed those present that Sellafield has very kindly donated £400 towards the cost of the event. He also reported that he has written a letter, via the Birchwood Forum, seeking further donations towards the event from the business community.

He commented that going forward, some funding for all, or part of the event in the future may come from the BID, if it goes ahead.

IA confirmed that he has been contacted by the Carnival Committee's bank to clarify some details, but all is in hand.

RB said that he would complete the bank mandate after the meeting in order to make progress on his becoming a signatory on the Committee's bank account.

6. Advertising and Social Media

IA confirmed that he will advertise the event online on the Facebook page and website. IA

He will also change the booking arrangements for stalls as requested by GK. Stallholders to contact DH via email rather than via the contact form which currently go through to IA. IA

GK also asked that the telephone number is changed. IA to action.

She also stated that a '?' appears when you try and access the Birchwood Carnival website (Norton). IA to check site.

BW said that she has a colleague that is able to access their Twitter feed to advertise the event, and she can also put up any posters. BW

GK informed those present that the prizes awarded to winning groups for the fancy dress are usually around £100 for 1st place, with the remainder of the prize fund (usually £100) being split between any other winning groups. IA to add information re prize to advertising in order to attract more entrants. IA

GK reported that DH has been working on an article for the Essential Guide and Guardian online. IA to send a copy of last year's article to DH for reference. IA

DH and IA are to liaise with Frank Allen of WBC regarding WBC intranet advertising and the Borough Council's Diary of Events. DH/IA

PN to make some enquiries about putting posters on local buses. PN

7. Refreshments - Update

GK confirmed that the following food vendors have been booked: pizzas, pancakes and churros. She added that the café would also have food on offer.

In addition, an enquiry had been received from 'Tornado Potatoes', apparently a kind of potato kebab. Committee members were of the opinion that it would offer greater variety of food whilst achieving more income for the Carnival. GK/DH

PN stated that she still had to inform The Village Club that the Committee would not be requiring their service for this year's Carnival. PN

8. Insurance

AL said that the insurance matrix will serve as a framework for events etc, and added that it is still to be officially 'signed off' by WBC/Salford City Council (insurers).

He added that there were two items; arena acts and attractions and structures which were being reviewed.

AL reported that any acts or exhibitors needed to make their insurers aware of what they would be doing at the event.

9. Stalls

GK reported that DH had now put together new booking forms.

10. Volunteers

A query was raised with regards to WBC's approach regarding volunteers.

AL said that the Borough Council underwrites the risk of an event held on its land as long as it is done in an agreed way. He added that if a WBC staff member was not available, for whatever reason, to lead them then it may be possible for a 'qualified alternative person' to lead. However, it is important when working with volunteers that things are pitched right so that people are not discouraged.

DH would be the event and volunteer co-ordinator, ensuring that people know where the muster points are and making them aware of the emergency plan.

DE enquired if local businesses could be approached for staff volunteers for the event.

AL replied that the event really needed people who know exactly what they are doing with regards to stewarding etc although perhaps they could help out in other areas.

He confirmed that there would be 5 or 6 Rangers there on the day.

BW said that she and two of her colleagues would also be at the Carnival.

Several Committee Members said that they will be attending. AL is not able to attend.

11. DBS Requirements

PI enquired about the requirement for volunteers being DBS checked.

AL said that DBS checks are generally required if a person will have regular, unsupervised access to a child or vulnerable person. However, generally children at the Carnival will be with a responsible adult and therefore supervised and, as it is an annual event and there are sufficient numbers of volunteers that have been DBS checked he did not consider that there is a need for any additional volunteers to undergo checks.

PI reported that all of the Lions are DBS checked.

BW also reported that she and her 2 Community Colleagues have been DBS checked.

12. GDPR

The matter of GDPR (General Data Protection Regulations) which come 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.

AL suggested that DH/GK should enquire via Karen Kellett (WBC).

13. Any other Business

DE reported that he had met with Active Cheshire who have several large inflatables and activity equipment available to hire for events.

It was suggested that perhaps this could be considered for a different event although issues such as liability, insurance and supervision should be checked before any booking is made particularly if it is to be on WBC land.

14. Date and Time of Next Meeting

The next meeting will take place on Tuesday, 27th March 2018 at 1.00 pm, Parkers Farm.