

Birchwood Carnival Committee

Tuesday, 27th March 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), B Collins (Birchwood Lions), 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, D Fisher (Friends of Birchwood Forest Park), Beky Wakefield (ASDA),

2. Declarations of Interest

Cllr I Atkin – Sellafield (employer)

3. Minutes

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

4. Carnival 2018 – Main attractions/items

AL reminded those present that any bookings made should follow WBC's protocols regarding insurance. He then requested an update re: acts and attractions:

- FMc reported that verbal confirmation that the llamas are booked has been received, but we are still waiting for written confirmation, booking forms etc. This was chased again yesterday. FMc
- DH reported that arranging the portaloos and marquee hire was in hand. DH/GC
- DH confirmed that the site plan/management plan is also in hand. DH
- DH reported that John Gordon, the PA has agreed to a fee of £400 for this year.
- AL enquired if there was any sporting 'offer' such as tag/touch rugby. PN to be asked to seek clarification from the Wolves – she had said previously that this was unlikely as the Wolves are heavily involved with the Challenge Cup. PN
- Sand/Tarpaulins – FMc reported that she has been unsuccessful so far in getting someone to donate these items.
AL said that WBC should be able to locate some sand etc and reminded those present that the Friends of Birchwood Forest Park would be running this part of the day's activities. AL
It was also noted that we would need to source some buckets and spades, perhaps ASDA can assist? PN had provided confirmation that Chadwick's have a sandpit, however, as Silcocks are providing the fairground, it was not considered appropriate to approach Chadwick's on this occasion.
- Miniature Railway – PI has located a portable layout, based from Newton le Willows, however, it is booked up for this year. The cost is believed to be £235, with a charge of £1.50 per ride (some of which is paid back to Carnival organisers which in our case would be the Carnival Committee).
The Committee suggested that it could be considered for next year.
- Punch and Judy. DH has made some enquiries and has been given the contact details for a Brian Gore who may be able to provide a Punch and Judy show. DH
- GK/DH confirmed that the Home Safari and Natures Microscope are no longer operating, but they have booked the paper art and drum workshops.
- DH enquired if the group would like to book the stiltwalker/magic show/balloon modeller at a cost of around £300 in view of the fact that the previously mentioned two attractions are no longer available. The group decided in favour of this. DH

- FMc had circulated the details of the 69th Field Regiment Artillery Display Group who could provide 1 no. gun set and spend the day interacting with the public. The cost of this would be £250. The Committee decided to book this group, given the wartime connection and historical interest. FMc
- After much discussion it was decided that this year's event would be opened by the Chair of the Town Council as is the tradition.

5. Finance/Grants

GK confirmed that the application form for a grant from ASDA has been completed and submitted.

DE reported that Birchwood Forum has now sent out the letter sent on behalf of the Carnival Committee seeking sponsorship from members of the Forum.

GK reported that a new bank mandate needs to be completed by herself, IA and RB then signed by FMc as Secretary and submitted. It was agreed that the requirement for two signatures to authorise a transaction will remain in place.

IA said that he will complete his section of the mandate after the meeting.

6. Advertising and Social Media

IA confirmed that he has advertised the procession, indicating a non-specific cash prize and added that he will advertise the attractions and publicise more widely a little nearer the time.

He also confirmed that he has been in contact with Frank Allen (WBC) about advertising.

It was noted that the names of the event sponsors should appear on any publicity material.

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.

Prospective stallholders are to contact DH who will handle the bookings.

Any marketing of the event should also carry a link to the Birchwood Carnival and Committee Facebook page.

Banners – DH has some already which can be re-used.

BC to provide bunting for the event. He also commented that there is a free 'What's On' page, used by the Lions to advertise their events and suggested that the Carnival should be advertised there. BC to arrange.

Posters on buses – feedback from PN awaited. PN

Essential Guide – IA said that he had sent the text from last year's event to DH, however, it had leaned more towards encouraging people to volunteer for the event.

DH confirmed that he did not write an article last year as WBC had issued a press release. DH to liaise with WBC's Comms team as soon as possible. DH

IA was asked to investigate the app whereby visitors are encouraged to review local attractions and events via their phone. IA

A discussion took place regarding local groups and their contact details/email addresses re: the procession and encouraging them to enter.

7. Refreshments - Update

DH confirmed that the following food vendors have been booked: pizzas, pancakes, churros and ice creams. He added that the café would also have food on offer.

He said that enquiries have also been received from Hayley's Snack Shack and a premium coffee, crepes stall. However it was decided that as the beverages and food on offer would be competing with groups such as The Friends, we should decline on this occasion.

8. Insurance

AL had nothing further to add other than reiterating that those booking stalls or attractions need to follow the insurance protocols and obtaining valid insurance certification.

A query was raised with regards to the Scouts and WI who sell cakes at the Carnival.

AL referred to the insurance matrix and confirmed that stallholders would be required to comply with it, just the same as everyone else.

9. Stalls

DH reported that he has three bookings so far and that he will send booking forms out to all those on his regular mailing list. DH

A discussion then took place as to how this will be handled in future in relation to the impending changes in data protection legislation.

He was informed that in future contacts would have to positively respond if they wish to continue to receive information and that their details will need to be securely locked away. Permission to retain their details will be needed, together with a plan showing how it is being dealt with. DH

10. Volunteers

A query was raised asking if Warrington Scouts can have a stall in order to raise funds for a Chamboree. It was reiterated that anyone meeting the insurance requirements can apply to have a stall.

DH said that Birchwood Community Church is hoping to be able to offer some volunteers.

DH confirmed that he will update his Stewards notes, will carry out a briefing and will have a rota in place for the event. DH

11. 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.

Discussions are ongoing with Karen Kellett of WBC regarding compliance with the legislation. GK/DH

13. Any other Business

DH confirmed that the Events Notification has been done for the Borough Council. The Borough Council has no objection.

A discussion took place regarding first aid cover.

DH confirmed that St Johns Ambulance have been booked.

BC commented that the Lions use Chorley Angels who are comparatively cheaper.

14. Date and Time of Next Meeting

The next meeting will take place on Tuesday, 17th April 2018 at 1.00 pm, Parkers Farm.