

Birchwood Carnival Committee Meeting

Wednesday, 31st October 2018, 1.00 pm

Parkers Farm Community Centre

Attendees: Cllr R Bowden (BTC), A Lord (WBC), D Hazlehurst (Ranger, WBC), Cllr D Ellis, P Ives (Birchwood Lions), D Fisher (Friends of Birchwood Forest Park)

G Crowe (BTC), F McDonald (BTC)

Apologies: Cllr I Atkin (BTC), Cllr D Breslin (BTC), Cllr P Nelson (BTC and WBC), B Collins (Birchwood Lions), E Collins (Birchwood Lions), Beky Wakefield (ASDA), G Kerry (Ranger, WBC),

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

1. Welcome

RB 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.

3. To approve the Minutes of the Meeting held on 19th September 2018

The Chair asked those present to approve the Minutes of the Meeting which took place on Wednesday 19th September 2018 as an accurate record.

The minutes were approved.

4. Finances, Carnival 2018

GC was asked to give a verbal report on the finances of the 2018 Carnival.

He started by informing those present that, at the recent Town Council meeting, Members had resolved to approve that the £1773 expenditure which had been incurred by the Town Council for the 2018 event be retained by the Carnival Committee as a grant for the 2019 Carnival.

DH confirmed that the grant of £2,000 from the WBC Community Initiative Fund had now been received.

GC added that the Carnival Committee should have around £7,741.63 split between two bank accounts which will provide a good level of financial support for the 2019 event. He added that as one account paid a negligible rate of interest, it might be more prudent to combine the two accounts.

AL suggested to Committee Members that a cash deposit could be put into the local Credit Union which would realise a better rate of interest. He added that it would need to be made clear, at the time of deposit, that the Committee would need to withdraw the funds nearer the time of the Carnival in order to pay the bills for the event. A working balance of c£3,000 should remain in the Carnival Committee's HSBC account.

Action: GK to investigate the feasibility of depositing funds in a Credit Union.

RB enquired if there is anything to report on grants for the 2019 event.

DE commented that it is a bit early to approach organisations about grants, however, he will start to make some enquiries in December.

GC reported that BW (who was unable to attend the meeting), had given an update on the Green token scheme and grant funding available from ASDA as follows:

'Colleagues have chosen Quarter 1 next year's Green Tokens but they did not choose Birchwood Carnival Committee this time'.

However, Beky will put forward the nomination again for Quarter 2's choice next year. In addition, during Jan/Feb she will submit a grant application, like she had this year.

**Action: DE to approach other organisations/businesses regarding grants for the event.
BW to submit grant application(s) to ASDA for the Carnival when appropriate.**

A discussion then took place regarding sponsorships from organisations such as car dealerships, as an approach had been made by Chapelhouse for last year's event.

AL reminded Committee Members that exclusivity cannot be offered to anyone wishing to sponsor a part of the event. He suggested that there should be a 'menu' of acts/attractions on offer with the associated cost(s). Potential sponsors, or those wishing to give a grant should be given the opportunity to choose from the list.

Action: Once the 'list' is available, DF to make enquiries with potential sponsors eg. car dealerships to establish if there is a level of interest.

Budget for the event: It was suggested that the budget for the 2019 Carnival should be based on the cost of the 2018 event plus 10%, ie £6,000.

5. Carnival 2019

RB called for suggestions for the theme of the 2019 event.

DH said that the theme was usually just for the procession although some stallholders also adopted it.

DE suggested tapping into a theme, if there is one, for 2019 eg a centenary.

Various themes were then suggested, including the Blues Brothers, 80's Rock, the Circus. Previous themes had been nature, WWII, Pirates and Princesses, Space and the seaside.

It was agreed that the theme for 2019 should be 'the Circus'.

Some ideas for the main arena were then discussed; jousting – would require a long, narrow Arena which may not be conducive to the rest of the event, dog/duck/sheep show, a circus.

FMc circulated some information to those present regarding a small big top which is available for hire, and can be used in the evening for an additional cost of c£500.

The Committee believe that this is something that can be explored separately as a standalone event which might also raise some funds for the Forest Park/future Carnival events.

DH confirmed that the car park, including the overflow car park, can hold around 100 vehicles.

AL said that the new skate facility and pump track should be opening next year, although the programme and opening dates are still some way off being confirmed, as the project is currently out to tender.

Other ideas that were put to the Committee included laser tag or a BMX show. However, there had been a bike show at previous Carnivals which had not been well received.

PI reported that he did not currently have any information regarding a land train, but would endeavour to obtain this for the next meeting.

Action: PI to obtain quotation for a land train.

All to consider possible acts/attractions for the 2019 event and bring ideas to the next meeting.

6. Stalls (including food vendors)

DH reported that there has been a good range of stalls in the last couple of years, with food vendors expressing an interest in returning to the event the following year.

He enquired if the Committee thought that there should be any other type of food on offer.

A couple of Committee Members thought that Chinese or Indian food may be a good option as an alternative to burgers, hotdogs and pizza.

RB commented that the price point may be a bit high, but he would make some enquiries.

DF said that the Friends Group did well but added that they did need to be better organised, however, this would come with more experience of catering at such events.

The Committee were in agreement that the Friends Group should be given the first option on what they wanted to offer with regards to food and refreshments and that any other vendors attend on the understanding that there is no exclusivity.

Action: RB to make enquiries regarding other potential food vendors eg. Chinese/Indian.

7. Date and Time of Next Meeting

Wednesday, 28th November 2018, 1.00 pm, Parkers Farm.