

## **Birchwood Carnival Committee AGM Meeting**

**Wednesday, 30<sup>th</sup> January 2019, 1.00 pm**

### **Parkers Farm Community Centre**

Attendees: Cllr R Bowden, Chair (BTC & WBC), A Lord (WBC), G Kerry (Ranger, WBC), D Hazlehurst (Ranger, WBC), P Ives (Birchwood Lions), D Fisher (Friends of Birchwood Forest Park), Cllr Dominic Breslin (BTC), Cllr T Hearldon (BTC), Cllr D Ellis (BTC)

G Crowe (BTC), F McDonald (BTC)

Apologies: Cllr I Atkin (BTC), Beky Wakefield (ASDA), B Collins (Birchwood Lions), E Collins (Birchwood Lions), Cllr P Nelson (BTC & 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**

RB 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. Minutes of the AGM held on 23rd January 2018**

To note that the Minutes of the AGM held on 23rd January 2018 were approved at the meeting held on 27th February 2018.

#### **4. Chair's Report**

RB reported that the Carnival in 2018 had been the second event since the new Committee had been formed. The events have been very successful, well received by the community and are becoming more financially viable. He added that the warm, sunny weather probably had a part to play as it enticed more people to attend.

RB added that he had enjoyed his tenure as Chair and thanked the Committee for their time and efforts in organising these events.

#### **5. Treasurers Report, including accounts**

GC added that the increased levels of sponsorship were much appreciated and contributed towards being able to provide more, varied entertainment. The Carnival had been successful and value for money.

He presented the accounts to Committee Members and added that there is almost enough money in the bank to fund an event; c£6,000. However, he said that it should be remembered that there are a lot of costs associated with the Carnival which increase year on year.

He reminded the Committee that the funding payment due from WBC of £500, outstanding from 2017, had only been received and paid in just prior to the 2018 event.

GC said that there appear to be a couple of bank statements missing, however, this could be due to the fact that there had been no transactions during that particular month and that interest is minimal.

He commented that the Committee still has two bank accounts and said that a decision needs to be made whether to leave the accounts where they are or move one elsewhere such as to the Credit Union.

AL added that WBC is reviewing the level of Community Initiative Funding available and there is a question mark over whether the level of funding secured previously (£2,000) can be sustained with a reduced pot of money available to serve the whole of Warrington.

## **6. Election of Committee Members**

Chair

AL nominated Cllr Ian Atkin, unanimously agreed by those present.

Secretary

DF nominated Fiona McDonald, unanimously agreed by those present.

Treasurer

TH nominated Gaynor Kerry, unanimously agreed by those present.

It was unanimously agreed that Gary Crowe should remain as Auditor of the Accounts.

RB remained as Chair as IA was not able to attend this meeting.

IA was aware of the proposal to nominate him as Chair for 2019/20.

## **7. To approve the Minutes of the Meeting held on 28<sup>th</sup> November 2018**

RB asked those present to approve the Minutes of the Meeting which took place on Wednesday 28<sup>th</sup> November 2018 as an accurate record.

The minutes were approved.

## **8. Update on acts/attractions/entertainment - Birchwood Carnival 2019**

FM confirmed that Van Buren has now been booked and that the payment £895 needs to be paid to the artiste on/near the day of the event.

Eagle & Vulture Display. FM asked the committee if they wanted to confirm the booking for Eagle Heights. There had been a couple of outstanding queries, ie would the artiste provide the fencing and did they have £10M PLI. The answer from the booking agent is that both requirements can be accommodated by the act. Cost £675 plus £75 travel.

The committee agreed that the act should be booked.

Climbing Wall. FM had obtained a quotation from the climbing wall provider. She confirmed that they will keep the price the same as last year (£507) if we book by the end of January.

The committee agreed that this act should be booked for the event.

Gladiator Joust/Bungee Run. FM said that she had sent out some correspondence in between meetings as there have been concerns raised by AL regarding the ability to use the equipment during bad weather.

After discussion, the committee decided that they would like to proceed with the Gladiator Joust, supplemented by the Rodeo Bull (or similar). This would reduce any negative impact inclement weather may have on the activities.

The committee then considered other activities such as Warrington Wolves.

It was agreed that DB would approach the Wolves Foundation to enquire if Wolfie can attend and if they are able to provide any activities.

Procession and theme (Circus). A discussion took place regarding the musicians to lead the procession and it was agreed to look at alternatives to Karamba Samba.

Mariachi, or similar, was suggested as they are generally strolling musicians and would therefore be able to lead the procession. However, the budget may be a determining factor.

It was suggested that contact be made with the High School to enquire about the steel band and if it might be a possibility for the event.

RB asked those present how more people/groups could be encouraged to take part in the procession.

GK said that there are a number of prizes, with first place usually being £100.

GK/DH to contact local clubs and societies about the procession and making them aware that 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes are awarded, with the 1<sup>st</sup> prize usually being £100 for the club or society.

## **9. Booking of, and arranging, standard entertainment items plus MC, first aid, licences, fairground**

DH confirmed that the fairground has been booked.

Nothing else has been booked as yet, but DH has received an expression of interest from the Drum Workshop.

AL said that the estimated cost for the PRS/PPL licence is £530, and reminded the committee that there are penalties for non-compliance. He confirmed that this matter is in hand.

## **10. Refreshments – update**

DH stated that there has been some new interest from refreshment suppliers, some of which are duplicates of what would be on offer eg. pizza. Interest has been received from someone providing donuts with, or without, chocolate; a converted horsebox from which they would be selling pancakes, waffles and milkshakes; and a fish & chip vendor.

It was agreed that the situation presents an opportunity to get existing refreshment vendors to book and pay their deposit on a first come, first served basis. If they do not wish to do so, then DH to revert to the newly interested parties.

Those present believe that the fish and chip vendor may be a good addition as it will not directly compete with any of the existing food outlets.

DH confirmed that the snowcone provider wanted to attend the event again.

## **11. Warrington Credit Union**

GC confirmed that he had spoken to a representative of Warrington Credit Union who said that they would be happy to open up an account for the Carnival Committee.

GC said that an opening fee applies to the account and reminded committee members that the usual money laundering checks etc would need to be undertaken by the Credit Union before opening an account.

He stated that payments can be made into the account by cheque or BACS and that withdrawals from the account have to be made via BACS giving 2 days notice.

No interest rate is published for the account.

GK (Treasurer) was nominated by the Committee to make further enquiries regarding the Credit Union.

GC was asked to forward all the information he has regarding the Credit Union to GK after the meeting.

### **Bank Account**

The committee was notified that some of the payments for acts already booked will need to be made by BACS the day after the event.

GK to make enquiries regarding online banking in order to facilitate the BACS payments.

### **Grants (applications)**

BW had given apologies for the meeting, but had indicated that she will submit a grant application to ASDA for the climbing wall.

FMc said that she had met with Mike Redford of YHG who has indicated that they would like to support the carnival and have a stall at the event.

### **Sponsorships**

DF said that there was nothing of note to report other than some initial enquiries have been made.

## **15. Date and Time of Next Meeting**

Wednesday, 27<sup>th</sup> February, 1.00 pm. Parkers Farm.