

Birchwood Carnival Committee Meeting

Wednesday, 28th November 2018, 1.00 pm

Parkers Farm Community Centre

Attendees: Cllr R Bowden (BTC & WBC), Cllr I Atkin (BTC), A Lord (WBC), G Kerry (Ranger, WBC), D Hazlehurst (Ranger, WBC), Beky Wakefield (ASDA),

G Crowe (BTC), F McDonald (BTC)

Apologies: B Collins (Birchwood Lions), E Collins (Birchwood Lions), P Ives (Birchwood Lions), D Fisher (Friends of Birchwood Forest Park), Cllr P Nelson (BTC & WBC)

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

1. Welcome

AL (Acting Chair) welcomed those present.

2. Declarations of interest

AL 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 31st October 2018

AL asked those present to approve the Minutes of the Meeting which took place on Wednesday 31st October 2018 as an accurate record.

The minutes were approved.

4. Finances

4.1 Accounts

GC confirmed that he will have the finalised accounts of the Carnival Committee available for presentation at the AGM in January.

4.2 Payments

DH said that some confusion had occurred with payments in respect of acts/attractions for the 2018 Carnival. The Town Council had paid some deposits, with the Treasurer paying the remaining balances from the Carnival Committee's account.

He added that it would be more straightforward for payments to be made from one account.

IA added that the Committee now has sufficient funds in the account to pay for the carnival entertainment.

A comment was made that some payments were made by the Town Council because the Carnival Committee had been updating signatories on its accounts. This ended up taking a considerable amount of time which could have been detrimental to the booking of preferred acts/attractions.

GC/DH to liaise regarding payments for acts and attractions.

4.3 Grants

AL enquired when the grant application would need to be submitted to ASDA.

BW confirmed that she will submit a bid for funding in February 2019 and said that she did not foresee anything which would prevent the bid from being successful. The application submitted would be for a similar amount.

DE will be making enquiries regarding other possible grants after the Christmas break.

4.4 Sponsorship

AL/DH had put together a 'script' for approaching potential event sponsors. This had been circulated for consideration prior to the meeting and was agreed by those present.

DH said that he has not received any enquiries regarding potential sponsorship opportunities so far.

IA suggested that it be advertised on social media and it was agreed that DH should be the contact.

AL/IA to discuss this further.

DF to approach/follow up on potential sponsors after the Christmas break.

4.5 Credit Union

It was agreed that GC will investigate further and report back at the next meeting.

IA said that there are two Credit Unions in Warrington; Warrington Credit Union and North East Warrington Credit Union. He added that Warrington Credit Union definitely does have business accounts, but he is not sure about the NE Warrington branch.

5. Carnival 2019

AL reminded those present that the theme that had been agreed is 'the Circus' and called for suggestions for entertainment and attractions.

Prior to the meeting a list of possible acts and attractions had been circulated for consideration.

After some discussion, it was agreed that the following acts would be booked for the main arena:

Eagle and Vulture Display; a little bit different from Vale Royal Falconry.

Van Buren Victorian Theatre of Wonders – to link in with the Circus theme.

The birds of prey would need to be sited away from the fairground, in a quieter spot and the Committee will need to consider how to facilitate people watching the Van Buren show.

It was unanimously agreed to book the climbing wall once again as this had proved to be very popular.

Those present also agreed that the Gladiator Joust and Bungee Run should be booked; the latter dependent on whether people of all ages are able to take part.

It was also agreed that the circus skills workshop should be booked as this is always a popular attraction.

A question was asked about the availability of a stiltwalker to lead the procession. Stiltwalking had been provided by the bubbleologist in 2018.

DH confirmed that the person providing the magic show and balloon modelling also did stiltwalking. It was agreed by those present that this be booked for the event.

Land Train. Although PI was not at the meeting he had passed on a quotation he had received regarding a Land Train which would cost £2,095. This was considered cost prohibitive by the Committee.

6. Stalls (including food vendors)

IA said that there has already been interest, via the Facebook page, regarding booking a stall. There have been around 10 enquiries.

DH outlined the cost of a stall (which includes a table): charity stall £5, craft stall £10 and commercial stalls £30. Food vendors are priced differently.

It was agreed that the cost per stall should remain the same for 2019.

A discussion took place regarding the process for booking a stall.

DH said that the insurance element can be a problem as the policy may expire prior to the Carnival in which case he would have to obtain a copy of the stallholders up to date insurance before the event.

AL commented that maybe stallholders should be asked to pay for the stall in advance and that it clearly states in the terms and conditions that they have to have valid public liability insurance in place for the Carnival, otherwise they cannot have a stall. It should also be made clear that the payment is non-refundable in the event of their non-compliance re: PL insurance.

7. Date and Time of Next Meeting (AGM)

Wednesday, 30th January 2019, 1.00 pm, Parkers Farm.