

Birchwood Carnival Committee Meeting

Wednesday, 27th February 2019, 1.00 pm

Parkers Farm Community Centre

Attendees: Cllr I Atkin (BTC), A Lord (WBC), G Kerry (Ranger, WBC), D Hazlehurst (Ranger, WBC), P Ives, J Whibley and P Dyson (Birchwood Lions), Cllr Dominic Breslin (BTC), Cllr D Ellis (BTC), Cllr P Nelson (BTC & WBC), Beky Wakefield (ASDA)

G Crowe (BTC), F McDonald (BTC)

Apologies: Cllr R Bowden, Chair (BTC & WBC), B Collins (Birchwood Lions), E Collins (Birchwood Lions)

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

1. Welcome

IA welcomed those present.

2. Declarations of interest

IA 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 30th January 2019

The Minutes of the AGM held on 30th January 2019 were approved.

4. Update on acts/attractions/entertainment - Birchwood Carnival 2019

FM confirmed that Van Buren, the Eagle & Vulture Display, Climbing Wall, Gladiator Joust and Rodeo Bull have all been booked as approved by the committee.

DH confirmed that he has the booking of the stiltwalker, balloon modeller and magic show in hand. The drum workshop has been confirmed and the circus workshop and ferrets booked.

DB said that he has been in touch with the Wolves Foundation and has confirmed that they would like to do something for the Carnival, but there are not sure what it will be at this stage as staff availability will depend on club fixtures etc.

It was agreed that there should be an animal side show where the public can see/hold unusual animals or reptiles. GK/FMc to look into some options and bring the information to the next meeting.

There was also a discussion about the Punch and Judy show, which all agreed had been a popular addition to the event last year. FMc to enquire regarding availability and price.

Procession and theme (Circus). A discussion took place regarding the procession and whether to continue with it as there are very few groups that enter.

FMc said that she had looked at a Mariachi band, or similar, but the cost was prohibitive and the Act which was in budget was not suitable for the event.

After discussion it was agreed that DH should book Karamba Samba for this year's carnival and that they should be asked to do a couple of performances in order to get best value for money.

The amount of interest from groups with regards to taking part in the procession is very low so some thought will need to be given as to whether it should continue as a feature of the Carnival in future

years. This feature of the Carnival may have run its course. However, it was agreed that it should still take place this year but that it should be reviewed next year.

IA to advertise the procession, and how to take part, on social media.

DE volunteered to contact some local groups including Thos Risley to try and encourage more participants.

FMc to put together a poster to advertise the event and how to enter into the procession, with a view to it being displayed on local noticeboards and in ASDA.

IA said that he had been approached by Birchwood Band who would like to perform at the Carnival. However, as the request had been received after the draft programme had been put together, there wasn't any slots available for them to perform. However, as it is hoped that other events will be taking place in the park, the band may be able to perform then. It is noted that the cost of the band is £200 and that they need to be seated as some of the musical instruments are extremely heavy.

DH confirmed that he has telephoned John Gordon, the PA and is awaiting a call back. He has completed the online form for the first aiders, with the cost to be in the region of £150.

AL stated that the PRS/PPL licence is required to cover any music played by a band, on a CD, through a radio, in fact, anywhere or by any means that the public can hear it. He stated that if an application is submitted in advance it is usually cheaper. He also said that WBC's bill for three events last year was £600; Birchwood Forest Park, Woolston Park and Victoria Park.

He added that if the licences are applied for by a representative of a charity or community interest group, the fees are lower. There are a few criteria which have to be met:

- 1) The group is run by volunteers
- 2) It is a community or charity group
- 3) It is not for profit

IA said that he will apply for the licences on behalf of the Carnival Committee in his role as Chair.

AL to forward the link.

A query was raised in relation to the background music that the Silcocks and John Gordon play and if they are licensed. WBC to enquire.

Marquee and portaloos – GC reported that Town Council Members have resolved to finance these two items for the Carnival.

DH to arrange for invoices to be addressed and sent to the Town Council.

The Committee had a discussion regarding the Punch and Judy show and agreed that, as it had proven very popular, it should be booked again. FMc to enquire if it is available.

5. Refreshments – update

DH confirmed that the woodfired pizza vendor has forwarded completed documents etc. He said that the churros and pancake vendors are very difficult to get hold of and he has not, as yet, had any confirmation from them.

After discussion, it was agreed that both have had adequate time to confirm that they wish to book a stall. If no feedback is received by the deadline of tomorrow, DH is to speak with the new vendors that have expressed an interest and is to send an email to the others saying that they would be welcome to have a stall at future carnivals if they wish (subject to booking requirements).

AI enquired which vendors have confirmed attendance so far.

DH said that the Friends Group will be providing food as well as the pizza vendor and the fish and chip van which is new for this year.

There is usually food/refreshments available from the fairground stalls as well.

6. Stalls

IA said that he has advertised the availability of stall at the 2019 Carnival and has set up an auto responder referring interested parties to contact DH or to get further details from the website.

DH stated that he has bookings for approx. 10 charity stalls, a couple of craft stalls and some commercial stalls.

Birchwood Lions confirmed that they would like to book a double stall. They also enquired if the Committee would be supportive of a mobile diabetes testing unit (Silver Star) 'having a stall'.

DH added that they will need to book a double pitch at a cost of £10 and will also need to provide evidence of having £10M PLI in place for the event.

7. Warrington Credit Union

It was agreed that GK is to be the person nominated to become a member of the Credit Union on behalf of the Carnival Committee. This will enable her to be able to pay any money into the account. AL (her line manager) also agreed this action.

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

It was agreed that the account should be opened after this year's event and that a balance should be kept in the account which should attract some interest.

Bank Account

GK confirmed that BACS payments can be made from the HSBC account with the written authority of another authorised Committee Member.

A discussion about the merits of online banking then ensued and it was agreed that GK will make enquiries to see if this is possible and, if so, what needs to be done to set it up and if it will have any effect on the type of account the Committee has, eg will it become a fee paying account?

PI said that the Lions have two bank accounts with the Nat West, both of which pay them interest.

Grants (applications)

DH confirmed that he has applied for £2,000 from the WBC Community Initiative Fund.

BW said that she is going to apply to the ASDA Foundation to fund the climbing wall and will complete the paperwork with GK after the meeting.

DE indicated that Sellafield and Birchwood Park would like to support the event. He added that he will raise the matter at the next Birchwood Forum Board Meeting to see if he can get any additional support.

FMc added that Birchwood Shopping Centre and Your Housing Group have indicated that they would like to support the event.

8. Any Other Business

A discussion took place regarding the capacity of the car park which has been reduced recently due to the mobile containers which are in situ vis a vis the Junction 11 improvement work.

The arrangements for car parking for the event will need to be thought out in advance; perhaps some parking on the field? AL/DH/GK to consider.

9. Date and Time of Next Meeting

Wednesday, 27th March 2019, 1.00 pm. Parkers Farm.