

Birchwood Carnival Committee Meeting

Wednesday, 27th March 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 Dyson (Birchwood Lions), A Kirkham (YHG)

G Crowe (BTC), F McDonald (BTC)

Apologies: B Collins, P Ives, J Whibley (Birchwood Lions), Cllr D Breslin (BTC), Cllr D Ellis (BTC), Beky Wakefield (ASDA), D Fisher (Friends of Birchwood Forest Park)

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.

Cllr I Atkin - Sellafield

3. Minutes of the meeting held on 27th February 2019

The minutes of the meeting held on 27th February 2019 were approved.

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

- Stiltwalker, balloon modeller/magic show. DH confirmed this act has been booked; leading the procession and providing a magic show.
- Animal side show – DH has made contact with ‘Ranger Rob’ who will bring along reptiles, spiders, cockroach etc for people to interact with. He provides handwashing facilities and has £10M PLI. Two staff for 4 hours. The act will be located in the marquee. Cost £450. It was agreed that this act should be booked.
GC confirmed that there are sufficient funds so DH was asked to book the act.
- Punch and Judy show booked, same price as last year £295.
- Warrington Wolves? The last update informed the committee that the Wolves would be able to do something, although the detail is currently unknown.
- John Gordon – update – DH has made contact. JG can attend and will charge the same price as last year.
- First aiders – update – DH has booked at a cost of £172.80 inc VAT.
- Silver Star – PD provided an update. The company carry out diabetic checks; finger prick and check people’s BMI. Their insurance only covers them up to £5M, the required amount is £10M. PD added that the cost for them to attend is £450 which would be paid by the Lions.
- There was a further discussion about alternative public health services which Public Health England could provide.

Procession and theme (Circus):

- Karamba Samba – booked (£400)
- FMc has put together a poster to encourage participation in the procession which has been displayed on TC notice boards and social media. DH has spoken with Northern Starr, Gorse Covert Scouts and the Village Pre-School.

- AK will arrange for the poster to appear on YHG's Twitter and Facebook page.
- FMc to give copies of the poster to GK and DH so that they can be displayed in the parks.
- IA has advertised it on the Carnival website and social media.

Licences

IA has applied for the necessary licences via the internet. He has not yet received a response so will chase this up.

AL estimates the cost to be in the region of £300.

5. Refreshments – update

DH confirmed that the following are now booked:

Fish/chips
Pancakes
Woodfired pizza
Friends of Birchwood Forest Park

He added that the Churros vendor will not be attending and that he is waiting to hear back from the donut vendor.

DH said that the pancake vendor had sent a cheque made out to the wrong payee so has been asked to re-issue.

DH is to enquire if the ice cream van will be attending.

6. Stalls

IA/DH said that there has been a lot of enquiries regarding stalls.

DH stated that he has bookings for approx. 10 charity stalls and 5 craft/commercial stalls.

7. Warrington Credit Union

GC said that the merits of joining the Credit Union had been discussed at a previous meeting and he has the necessary paperwork to complete. However, there are a few processes which the committee will have to go through first.

Firstly, a formal resolution has to be passed and dated. Then the committee will need to decide who the nominated signatories should be, maximum 4. He commented that transactions should be authorised by 2 of the 3 or 4 signatories. Each signatory will need to go through the usual money laundering checks. The account can be opened with as little as £1.00. Withdrawals can be made by BACS and it can take up to 3 days to withdraw money from the account. The interest rate is not advertised and can vary.

GC said that the committee needs to decide if it wants to be part of the Credit Union and, if so, how much does it want to put on deposit?

AL commented that the driver for depositing money with the Credit Union is a moral one. The funds the committee holds is a community fund used to finance community events. He went on to say that the level of inconvenience involved in using these banking services may eventually rule it out as being an option. He added that the deposit the committee makes may give the Credit Union an improved cashflow resulting in more funds being available to lend to the community.

In the meantime, GC was asked to make some enquiries to establish how worthwhile it would be to deposit around £4,000 for a 12 month period.

At the next meeting GC will report back to the committee and, if it is decided that the committee will pursue this avenue, they will nominate signatories and formally adopt a resolution. However, it was decided that, as the Carnival is only a couple of months away, any application to the Credit Union will be deferred until after the event.

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 no progress has been made with regards to enquiring about online banking due to time constraints.

AL said that this needed to be set up as soon as possible so that invoices can be paid to Artistes within a few days of the event, as their terms and conditions require.

GC suggested that it may be prudent for the committee to move all funds into one account; there are currently two accounts which attract minimal interest.

Grants (applications)

DH confirmed that he has confirmation that the committee has been awarded £2,000 from the WBC Community Initiative Fund for the Birchwood Carnival.

FMc had spoken to BW who said that she has submitted an application to the ASDA Foundation to fund the climbing wall. In addition she has confirmed that the Birchwood Carnival is being supported via the green token scheme whereby ASDA shoppers can select which project (of 3) they wish to support.

DE had previously indicated that Sellafield and Birchwood Park would like to support the event. The application to Sellafield is to be made in the new financial year (next week). There is no additional feedback from Birchwood Park or Birchwood Forum.

AK will enquire how YHG would like to support the event and will report back to the next meeting. FMc to speak with the shopping centre regarding their pledge.

8. Advertising

FMc was asked to put together a poster for the event to be available for display from early May.

IA will now 'drip feed' notification of acts/attractions via social media.

FMc to enquire about putting posters on the buses, as we did last year.

DH confirmed that banners would be displayed a week prior to the event.

9. Any Other Business

Car parking:

AL reported that Balfour Beatty has been asked to reduce the footprint of their compound for the event and attendees can use Risley Moss car park, although it would be ideal if people walked to the Carnival particularly as a lot are local.

Stallholders will be permitted to park on the field and, depending on weather, there may be some capacity for overflow parking on the field.

The suggestion was made that Warrington Transport could be asked to lay on a bus around a circular route of Birchwood for the afternoon.

FMc was asked to make enquiries with Birchwood Park to see if people can use the pay and display car park on Birchwood Park.

AK is to check if the YHG car park could be used, although it has a barrier system in place.

Volunteers:

DH said that he has 6 regular volunteers.

PD said that the Lions can probably provide a couple of people, although they also have a stall. IA, GC and FMc will be attending and a couple of BTC employees will be available to assist with setting up and taking down.

10. Date and Time of Next Meeting

Wednesday, 17th April 2019, 1.00 pm. Parkers Farm.