

## **Birchwood Carnival Committee Meeting**

**Wednesday, 17<sup>th</sup> April 2019, 1.00 pm**

**Parkers Farm Community Centre**

Attendees: Cllr I Atkin (BTC), G Kerry (Ranger, WBC), D Hazlehurst (Ranger, WBC), Cllr D Ellis (BTC), A Kirkham (YHG), D Fisher (Friends of Birchwood Forest Park)

G Crowe (BTC), F McDonald (BTC)

Apologies: B Collins, P Ives, Beky Wakefield (ASDA), A Lord (WBC), P Dyson (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.

Cllr I Atkin - Sellafield

### **3. Minutes of the meeting held on 27th March 2019**

The minutes of the meeting held on 27<sup>th</sup> March 2019 were approved.

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

- Animal side show – DH has booked 'Ranger Rob' who will bring along reptiles, spiders, cockroach etc for people to interact with. DH is awaiting documentation.
- Warrington Wolves? No further information available. DH said that if they do turn up they can find space for them on the site.
- NHS – FMc informed those present that contact has been made with the NHS which can provide information etc on a range of health issues. This would be free of charge. Insurance via NHS. FMc to enquire how much space they will require. Those present agreed that it should be booked.
- PD was not able to attend the meeting but had left word that the Lions have been in contact with a Diabetes charity that will attend the event free of charge. They require a stall close to the Lions.
- Livewire – DH to make contact to see if they can provide an activity eg mini tennis.

### **Procession and theme (Circus):**

- Despite efforts to advertise the procession more widely, no further interested parties have come forward. To date there are 3 groups taking part. DE confirmed that he had asked Thomas Risley and its user groups. The future of the procession for next year's event is in doubt.
- FMc circulated a draft poster for the event. One minor alteration is to be made and the logos of those organisations sponsoring the event are to be finalised.
- DH said that he has had an enquiry from a town centre dance troupe which would like to have the opportunity to perform (10 min performance). Those present agreed that DH/GK should try and fit them into the programme.

## **Licences**

IA has now received the necessary PRS/PPL licences for the Carnival. Cost £244.43 which was more than anticipated. That was with a 50% discount.

FMc to email a copy of the invoice to GK/DH for payment and the licences for retention for the actual event.

## **5. Refreshments – update**

DH confirmed that the following are now booked:

Pancakes  
Woodfired pizza  
Ice Cream  
Snow cones  
Friends of Birchwood Forest Park

Fish/chips outlet and donuts – to be confirmed

There are also food outlets within the fairground.

## **6. Stalls**

IA/DH said that there have been a lot of enquiries regarding stalls, although some remain unconfirmed.

DH stated that he now has bookings for approx. 12 charity stalls and 6 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 the decision has been held over until after this year's Carnival.

### **Bank Account**

GK confirmed that she has enquired with the HSBC regarding online banking.

The facility is available and registration needs to be done online. GK went through the requirements re: signatories and nomination of primary/secondary users.

GK to forward the information to IA.

In the meantime, the bank can pay invoices via bank transfer on presentation of a letter of authority.

### **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, although this does not appear to have been paid to the Carnival and Festival Committee as yet. DH to chase.

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.

No further news was available regarding the success of the ASDA Foundation grant. FMc to liaise with BW.

IA reported that there had been an issue with the closing date for the green token scheme on ASDA's website which has now been corrected via BW. It now shows that people have until the end of June to vote.

DE confirmed that Sellafield and Birchwood Park have kindly donated £400 and £500 respectively.

AK confirmed that YHG would like to support the event and donate £400.

FMc to make an enquiry with the shopping centre in relation to their pledge to support the event. (nb. It has since been confirmed that the shopping centre will be donating £300 for the Carnival).

The Committee extended its thanks and appreciation to all those that are supporting the event this year.

## **8. Advertising**

FMc has put together a poster for the event which will be available for display from early May.

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

FMc confirmed that Warrington's Own Buses will be able to put 100 posters on its fleet. The shopping centre and Birchwood Park will also put up posters advertising the Carnival.

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

## **9. Car parking (additional)**

FMc reported that she has been in contact with Birchwood Park who will make Car Park 14 available for the Carnival. This area has in excess of 400 parking spaces.

DH to liaise with Highways regarding signage for the Carnival and overflow car parking.

### **Volunteers:**

DH said that he has 4 regular volunteers and that there will be a number of additional WBC Rangers.

DF said that there will probably be some of 'The Friends' available to help out.

PD had confirmed that four of the Lions will be available.

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

Tuesday, 14<sup>th</sup> May 2019, 1.00 pm. Parkers Farm.