

Birchwood Carnival Committee Meeting

Tuesday, 14th May 2019, 1.00 pm

Parkers Farm Community Centre

Attendees: Cllr I Atkin (BTC), G Kerry (Ranger, WBC), D Hazlehurst (Ranger, WBC), A Lord (WBC), A Kirkham (YHG), D Fisher (Friends of Birchwood Forest Park), P Dyson and P Ives (Birchwood Lions)

F McDonald (BTC)

Apologies: Cllr R Bowden (BTC & WBC), Cllr D Ellis (BTC), G Crowe (BTC), B 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.

Cllr I Atkin - Sellafield

3. Minutes of the meeting held on 17th April 2019

The minutes of the meeting held on 17th April 2019 were approved.

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

DH confirmed that everything has now been booked and he is in the process of collecting and collating appropriate documentation and deposits, where required.

He added that Ranger Rob is confirmed and that there is an outstanding issue with the insurance for the Fun Dog Show (via Greyhound Trust).

IA asked if DH had a list of categories for the dog show.

DH confirmed that he did not but he would try and obtain these and send them on to IA for advertising prior to the event.

5. Procession:

DH reported that there are still only three entries for the procession which will set off from MUGA at around 12.40 led by Karamba Samba.

He also said that the town centre dance troupe, from whom he had received an enquiry re: performing, had not responded so he has had to assume that they will not be attending.

PD confirmed that BC (Lions) will produce the certificates for the procession prizes. She also confirmed that the Lions will be providing some bunting and radios.

6. Event Programme

DH commented that he has the event programme in hand and that he has had no communication from the Inspire School of Dance; a regular performer.

IA indicated that enquiries had been received from other potential performers. He suggested that if the dance school was not able to attend, perhaps one of those can fill that time slot. DH to action.

7. Refreshments – update

DH confirmed that the following are now booked:

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

Fish/chip outlet and donuts – still to be confirmed.

There are also food outlets within the fairground.

Other stallholders may have refreshments, cakes etc on sale.

8. Stalls

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

DH said that there are 26 charity stalls (including the NHS) and 14 craft/commercial stalls one of which is believed to be a toy stall.

AL reminded DH that the toys need to meet quality standards and be CE approved. He asked if the toys are new. In the absence of this information, he suggested that additional enquiries should be made with both the vendor and trading standards regarding the legal situation relating to the sale of toys. DH to contact the toy vendor and trading standards to make further enquiries.

A discussion then took place with regards to the Diabetes information stall. PD confirmed that they will be covered under the Lions insurance.

9. Finance

Bank Account

GK confirmed that she has enquired with the HSBC regarding online banking, however, due to time constraints and other work commitments nothing further has been done in relation to setting up the online banking facility.

GK and IA to sit down together to set this up online with GK as the primary user. She can then set IA up as a secondary user.

The bank can pay invoices via bank transfer on presentation of a letter of authority.

Grants (applications)

DH confirmed that the £2,000 from the WBC Community Initiative Fund for the Birchwood Carnival, has now been received.

Donations have also been received from Your Housing Group and Birchwood Shopping Centre for which the Committee is very thankful.

Confirmation is awaited from ASDA with regards to the sponsorship of one of the acts (Ranger Rob), although the Carnival will still be awarded c£200 via the green token scheme. FMc to enquire via BW re: the ASDA Foundation Grant.

The donations from Sellafield (£400) and Birchwood Park (£500) had not cleared through the Carnival Committees bank account as of the end of April. However, DE had said (prior to the meeting) that he will chase these up if necessary.

10. Advertising

FMc has put together a poster to advertise the Carnival.

IA has been in contact with WBC Comms Team who will advertise the event via Borough Council media outlets.

IA will also advertise further on the Carnival Committee Facebook page and website.

FMc confirmed that Warrington's Own Buses have been given 100 posters which they will put on their fleet.

Birchwood Park have put up posters advertising the Carnival.

PD will take some posters for display in local shops.

AK has taken some posters for display by YHG.

DE has taken posters for advertising in Locking Stumps.

FMc will deliver posters to ASDA and the shopping centre for display.

DH confirmed that banners would be displayed a week prior to the event. He also said that he will put together a press release (The Warrington Guardian).

DH/GK said that there is a Carnival display in the shopping centre a week or so before the event.

11. Car parking (additional)

Birchwood Park have made Car Park 14 available for the Carnival but signage will be needed to guide people to and from the site.

DH has made enquiries regarding signage and is just waiting for a quotation. He anticipates 10 signs being needed in total. These would be made of the same material as 'for sale' boards and are therefore re-usable.

DH/IA to advertise the location of the additional car parking available.

12. Site Plan

DH confirmed that the site plan is in hand, although it is a rough sketch.

IA asked if he can send him a copy so that it can be posted online for reference, showing where the various acts and attractions will be located, denoting those which are free.

13. Volunteers:

DH said that he has 3 regular volunteers as well as a number of additional WBC Rangers.

PD had confirmed that 4 of the Lions will be available to marshall the car park.

FMc informed those present that there will be 3 BTC staff there to assist with moving tables and chairs etc.

DH asked that volunteers are on site for 9 am (Ranger office).

14. Any Other Business

A discussion took place with regards to toilet provision and whether what had been ordered was adequate.

In addition to the toilets in the Ranger Centre, there will be 2 standard toilet units and one accessible toilet unit.

PI said that he will enquire how much DAD pay for their toilet facilities.

15. Date and Time of Next Meeting

It was decided that no further meetings will be required before the Carnival and that the event de-brief meeting will be held in September, date and time tba.