

# Wellington Town Council

**Town Mayor**  
Cllr Pat Fairclough



**Town Clerk**  
**KAREN ROPER B.A (Hons),DMS**  
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## WELLINGTON FESTIVAL WORKING GROUP

Minutes of the meeting held via Zoom, on **17<sup>th</sup> March 2021** commencing at 10:30am.

Present

Cllr A Lowe (Chairman)	Paola Armstrong
Cllr J Pierce	Cllr P Fairclough (ex officio)
Apologies: Cllr J Alvey	

- 1. Welcome and Introductory remarks.**  
Cllr Lowe welcomed everyone to the meeting.
- 2. Declaration of Interest**  
None
- 3. Apologies for absence:**  
Cllr John Alvey  
Apologies accepted.
- 4. To confirm the 'notes' from the last meeting 3rd March 2021**  
Cllr Lowe confirmed and Cllr Pierce seconded

JP would like it recorded that she suggested getting a contract of some kind, for the appointment of the Wellington Resident Poet.

Cllr PD is not expected to attend these festival meetings, so should not be listed on the apologies.

## **5. Matters arising from those minutes**

PA contacted MP (4/3/21). He has suggested a Mural Trail Talk instead. PA also contacted Rob Francis to check and this has been approved.

PA contacted John Clayton to find out what the book is 4/3/21 "The Bright Edge of the World" by Eowyn Ivey, a fictional story of Alaska and human relationships.

PA spoken to MP (see action above) and sent email to Neil Clarke (4/3/21) about recording the talk in advance. NC to record on MP4 file.

PA emailed Diane Saxon (4/3/21) to discuss details about the Zoom event. DS has confirmed attendance and has written an intro paragraph and short bio for us to use.

AL conducted research with regards to a contract for the Resident Poet (see details further down).

AL asked Cllr Davis if he would like to be a judge for the Resident Poet competition on 3/3/21.

PA has emailed Liam about setting aside a time to set up the Art Gallery and find out his hourly costs 4/3/21

PA sent details of Art Gallery out the relevant groups.

PA sent first draft about the Bedtime Stories to AL (4/3/21) who has rewritten it. PA sent the request to a number of local people/authors.

PA sent content to website designer and this is now on festival page of website.

PA to draft the pages after the festival has taken place (for next edition of the magazine). Ongoing.

PA to ensure the Agenda and Minutes are put on the WTC website. Done and ongoing.

PA to find out who has admin right to the Wellington Festival and Events FB Page: Cindy Mason-Morris and Anthony Lowe.

**6. Update from Marc Petty**

Film idea for a Literary Walk through Wellington – the costs have gone up considerably (looking at approx. £2K). To be further discussed at a later date.

Mural Trail Virtual Talk – talked about various options at how best to go about this.

Liam and Marc to discuss possible solutions to avoid going into town.

Next year is the 100<sup>th</sup> anniversary of Philip Larkin's birth – so the Philip Larkin Society have got in touch with LA21 and might wish to do something with Wellington so we are hoping we can combine this with the 2022 Wellington Festival.

**7. Summary of Events/Schedule update**

The schedule was discussed and agreed.

**8. Contract for Resident Poet**

AL has tried 2 solicitors to produce a contract but has now produced a Memorandum of Understanding in its place. This has been agreed by the working group but will need to be agreed by E&C.

**9. Marketing**

Website

**ACTION: PA to continue adding details to WTC website**

Festival and Events FB page

**ACTION: AL and PA to go through admin rights on this FB page**

Banners

**ACTION: PA to find out if there are generic banners in the office somewhere and to arrange installation (if possible)**

PR

**ACTION: PA in talks with PR from Love Wellington for an article and it was decided to throw a spotlight on Art Gallery and Search for Resident Poet. To also guide people to look at the Festival Page on the WTC website for further details.**

This Is Our Wellington magazine

The latest copy (which includes a 2 page spread on the festival) has now gone out and is being distributed to all households this week.

Digital Board

JB has sent a draft of the 4 ads to be approved

**ACTION: PA to action a 5<sup>th</sup> advert (a few weeks before the festival date in May) with a schedule of what's on.**

It was agreed that the line for the Art Gallery stipulating that the theme Wellington : Our Home Town should be removed from any further advertising so as not to discourage submissions that have no obvious link to Wellington on both WTC website page and digital board.

**ACTION: PA to ask JB to remove the line**

Social Media (WTC and LW FB pages)

**ACTION: PA to create the content and start getting the posts out from next week. AL and JP to share the posts as and when they come out.**

**ACTION: PA to ask JB to submit his invoice before the end of March**

**ACTION: AL to contact Radio Shropshire to see if he can get an interview regarding the festival**

**10. Proposed budget forecast**

This was discussed, amended and approved but now needs to be approved at the next E&C meeting.

JP reminded the team that there was an amount of approximately £1,700.00 bucket money (collected the 2 previous festivals in 2019).

**ACTION: PA to send the document to Caroline Mulvihill for E&C**

**11. Festival Page on Website**

The basic content is now on there. (Details as above).

**12. Any other business**

**Poetry competition**

Timing of certificates and prizes to be decided at a later date.

**ACTION: PA to print certificates and get them signed beforehand.**

**Agenda and Minutes**

Agenda can go on website once it has been approved by the Chair. Minutes can go on website, once they have been approved by the Chair. It was decided that once the minutes were approved by the chair, they would be emailed (by PA) to all Councillors and office staff.

**13. Date and time of next meeting**

The date of the next meeting was confirmed to be held on Wednesday 7<sup>th</sup> April 2021 at 11.30am. This meeting began at 10:30am and was concluded at 12:30pm.

**ACTIONS:**

**ACTION: PA to continue adding details to WTC website**

**ACTION: AL and PA to go through admin rights on this FB page**

**ACTION: PA to find out if there are generic banners in the office somewhere and to arrange installation (if possible)**

**ACTION: PA in talks with PR from Love Wellington for an article and it was decided to throw a spotlight on Art Gallery and Search for Resident Poet. To also guide people to look at the Festival Page on the WTC website for further details.**

**ACTION: PA to action a 5th advert for the digital board (a few weeks before the festival date in May) with a schedule of what's on.**

**ACTION: PA to ask JB to remove a line of text from the ad for the Art Gallery**

**ACTION: PA to create the content and start getting the posts out from next week. AL and JP to share the posts as and when they come out.**

**ACTION: PA to ask JB to submit his invoice before the end of March**

**ACTION: AL to contact Radio Shropshire to see if he can get an interview regarding the festival**

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