

Wellington Town Council

Town Mayor
Cllr Paul Davis



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WELLINGTON FESTIVAL WORKING GROUP

Minutes of the meeting held on Zoom, on 5th January **2022** commencing at 10:30am.

Present

	Apologies:
Cllr A Lowe (Chairman)	
Cllr J Pierce	
Cllr Joan Gorse	
Cllr P Fairclough	
Cllr P Davis	
Paola Armstrong	

- 1. Welcome and Introductory remarks.**
Cllr Lowe welcomed everyone to the meeting and suggested we speak, at some point, about Covid implications.
- 2. Declaration of Interest:** None
- 3. Apologies for absence:** None received
- 4. To confirm the 'notes' from the last meeting 1st December 2021**
Cllr Gorse confirmed and Cllr Pierce seconded
- 5. Matters arising from those minutes:**
PA asked about livestreaming Godspell and Sue Pointon will investigate further. The payment has been made for the licences.

PA emailed (2/12/21) Radsolava about the donation offered and also with regards to the bucket donations. She will take this back to the group, but would like confirmation of timings for 30th April. I have suggested around 1:30pm in Market Square for 20-40 mins

PA has emailed (9/12/21) Dorota know regarding the donation for the Polish film night.

PA confirmed Phantom of the Opera and additional funding with The Orbit (2/12/21). Damian needs to confirm content.

PA has emailed (2/12/21) the Theatre Manager of The Belfrey to discuss both events with The Belfrey Theatre and has had a reply (30/11/2021).

PA contacted Wrekin College again (2/12/21) and suggested a visit in order to confirm.

PA emailed (2/12/21) JD Magic to confirm Sunday 8th May. Confirmed on 9/12/21 and suggested a 1:30pm or 2pm slot would be ideal.

PA confirmed (2/12/21) with Heather re: Footprints idea

PA emailed (2/12/21) Severn Harmony who have confirmed a 6:30pm start on Sunday 8th May 2022 (5/12/21).

PA contacted Wrekin Road Runners (2/12/21) and spoken with Pauline Kesek who, although she is not available on the day, is sure that they can be involved.

AL had contacted Laura Hyde re: face painter for fancy dress walk up the Wrekin but it was decided that if there was a cost, it probably wouldn't be necessary as those that wanted to, would already be in costume.

PA has updated Sue and Helen (2/12/21) and had a response from Helen who is happy with what has been proposed.

PA and AL met with Daryl from Design Doughnuts (20/12/21) to discuss festival logo – he has sent the first designs, which have been distributed before the meeting,

6. **Update on festival performances/venues (PA)**

Meet The Author

AL suggested that Peter Bradley (former Wrekin MP) who has recently written a book, be approached to see if he would attend.

ACTION: PA to contact Julie Phillips and ask her to contact Peter Bradley

Godspell

Invoice paid for licence and scripts.

SP is in the process of sorting who sings which songs, with her core team.

ACTION: PA to email SP to see if she needs any support

Bulgarian Dancers

Not had a response yet. PA to chase.

ACTION: PA to confirm with Bulgarian Dancers

Questing Knight Games

They will probably be doing an in-store event, but has suggested emailing STAGS (the group). Emailed them 8/12/21 to see if they would like to be involved. No reply yet but it was agreed to leave this for now as we already have a number of events.

Sunnycroft

No further updates. PA to meet with Sunnycroft to discuss the wording of the free weekend offer.

ACTION: PA to meet with Sunnycroft re correct working of offer.

The Orbit

Polish Event: need to choose the film

Phantom of the Opera – Damian to confirm content (i.e. that he can get the film)

The Belfrey

The Belfrey Theatre have agreed to host events for Saturday 7th May and have provided details of hire costs etc. They are also in agreement of opening the theatre on the Sunday for an Open Day.

For the Open Day:

Suggestion: Tadlop Promote 1pm, JD Magic 2pm, Telfordaires 3pm

PA emailed Telfordaires (2/12/21) who will check availability and get back to us

Suggestion that some members of the festival team meet with The Belfrey to confirm details so that it can go in the next magazine

ACTION: PA to arrange a meeting with The Belfrey Theatre to discuss the 2 events in more detail.

Wrekin College as a venue for Lesley Smith

No reply yet. AL and PA to visit

Wrekin Rowers

Rename this "An Evening with The Wrekin Rowers". There is a possibility that SpecSavers will be doing something similar when the rowers return, but it was decided that as these events were a few months apart, there would be no issue.

Art Gallery at CTS

No update at present, but the launch event was discussed in brief.

Footprints project

It was noted that washable chalk should be used. PD mentioned that T&W had previously used a street artist to chalk paint on New Street and that the paintings were left until they washed away naturally. PA to check with T&W when the application for permission is done.

Severn Harmony

Confirmed (via email on 5/12/21) 6.30pm start with a duration of around 30-40 mins.

Festival Fancy Dress Walk

Wrekin Road Runners

Risk Assessment – what is required?

Disclaimer

JP would like WWAW to be contacted and to be involved in some way.

ACTION: PA to email WWAW to let them know about the Festival Fancy Dress Walk

This Is Our Wellington

A planning meeting will be held on 11th January where the publication dates for the magazine will be decided.

Poetry Competition

Agreed. Just waiting for a 2nd response.

PA set up an email account: wellingtonfestival@hotmail.com for entries to be sent for the schools poetry competition. JG just reiterated the Participation Certificates for all those children taking part. PA to design and print and give the copies to Sue/Helen, so that the names of entrants can be written on and then given to the schools.

ACTION: PA to design and print Wellington Festival Poetry Competition Participation Certificates

7. New logo and other marketing

The draft designs of the logo were discussed and the general consensus was that the first draft of the design were not quite hitting the mark for a number of reasons. These reasons were discussed and it was decided that PA would provide feedback. PD has also offered to mock up an idea based on tweaking the original logo.

A separate meeting to be arranged to discuss the logo and it was agreed 19th January 2022 on Zoom.

ACTION: PA to email logo designer with the feedback

8. Costs

Went through the costs so far but as little has changed since the December meeting, it was decided that the costs would be discussed further at the meeting in March.

ACTION: PA to put Costs as an agenda item for March

9. Any other business

Covid implications

A discussion was had regarding what would happen with regards to Covid and a number of options were discussed. Safety of residents is paramount and it was agreed that any necessary precautions would be taken.

Paperwork and Risk Assessments

PA to investigate what is required with regard to T&W's requirements

ACTION: PA to speak with T&W re the necessary Risk Assessments etc needed for events in the square

Hosts

A discussion was had regarding ensuring a Host from the festival team was present at each of the events. Councillors will be asked for their help and Mayor Paul Davis has kindly agreed to "open" some of the main events. PA to liaise with dates.

ACTION: PA to put Hosts as an Agenda item at the next main festival meeting

10. Date and time of next meeting

The date of the next meeting was confirmed to be held on Wednesday 19th January 2022 at 10:30am currently scheduled for Zoom, to discuss the logo and other marketing issues.

This meeting began at 10:30am and was concluded at 11:50am.

ACTIONS:

PA to contact Julie Phillips and ask her to contact Peter Bradley

PA to email SP to see if she needs any support

PA to confirm with Bulgarian Dancers

PA to meet with Sunnycroft re correct wording of offer

PA to arrange a meeting with The Belfrey Theatre to discuss the 2 events in more detail.

PA to email WWAW to let them know about the Festival Fancy Dress Walk

PA to design and print Wellington Festival Poetry Competition Participation Certificates

PA to email logo designer with the feedback

PA to put Costs as an agenda item for March

PA to speak with T&W re the necessary Risk Assessments etc needed for events in the square

PA to put Hosts as an Agenda item at the next main festival meeting