

Wellington Town Council

Town Mayor
Cllr Paul Davis



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WELLINGTON FESTIVAL WORKING GROUP

Minutes of the meeting held in person, on 3rd November 2021 commencing at 10:30am.

Present

Cllr A Lowe (Chairman)	Apologies:
Cllr J Pierce	Cllr J Alvey
Cllr Joan Gorse	
Paola Armstrong	

- Welcome and Introductory remarks.**
Cllr Lowe welcomed everyone to the meeting.
- Declaration of Interest:** None
- Apologies for absence:** Cllr Alvey
- To confirm the 'notes' from the last meeting 13th October 2021**
Cllr Lowe confirmed and Cllr Pierce seconded
- Matters arising from those minutes:**
PA to go through list on next agenda item.
Cllr Lowe raised the issue of booking Shropshire Boatmen and Heather Reid (to be covered below)
- Update on festival performances (PA)**
 - Confirmed Family History Day (at COLDS) on Sat 7th May
 - Continuing discussions with Sue Pointon about a production of Godspell – looking at possible costs etc PA to arrange a meeting to discuss further.
 - Confirmed Promote (Tadlop singers) on Sun 8th May
 - Confirmed The Endings (to be requested at The Wrekin) on Fri 6th May
 - Confirmed Cool and Uke for Fri 6th May – requested Wrekin as a venue
 - The Wrekin pub have confirmed venue use for Friday 6th (The Endings) and Sunday 8th (Cool and Uke)
 - Confirmed Calligraphy taster sessions on Sat 7th May
 - Booked Aardman Animations and COLDS as a venue – but just waiting for them to confirm who will attend. Chased but on hols until 10th Nov.
 - Still waiting to hear from Wrekin College as a venue for Lesley Smith
 - Confirmed Festival Fancy Dress walk up The Wrekin
 - No response as yet from the Telford Steel Band – have chased.

- Continuing discussions with The Orbit – possibly look at Friday Night at the Opera, Polish event on Sunday
- Continue discussions with The Belfrey Arts Group (meeting attended by PA) and the possibility of either hiring as a venue and/or hosting an Open Day. PA to arrange a follow up meeting
- Researched JD Magic – have had costs back and trying to fit this in somewhere.
- Confirmed Marc Petty – Walking With Giants walking talk for Sun 8th May at 10:30am
- Have sent email to book Wrekin Rowers for a talk and have a positive response but will only be able to confirm early next year.
- Shropshire Boatmen are available to perform at Wrekin Rowers talk but this is to be confirmed after the above is booked.
- Requested Severn Harmony (as support for Lesley Smith) – they have replied and are waiting to confirm
- Booked Resident Poet, Heather Reid, to read the Sea Shanty at Wrekin Rowers talk
- Confirmed with the library re: Human Library. More discussions to follow on this to ensure diversity of “books”
- Confirmed Children’s Meet The Author with the library and asked them to liaise with Julie Phillips (Meet The Author organiser)
- Confirmed involvement with Tori Arts – to be discussed further.
- PA to talk to Radoslava re Bulgarian Dancers about availability
- Requesting open day at Sunnycroft – PA has a meeting on 16th November
- Confirmed Book Club suggestion of 4 Larkin poems and to book venue as the John Bailey Club
- PA scheduling another meeting with Dorota (Polish community)
- Requested Poems and Pints host – S Harrison (1/11/21) Venue as above.
- Continuing discussions with Questing Knight Games at The Belmont – they’re going to talk about it at their next meeting and get back to me
- Requested CTS as a location for the Art Gallery – have agreed but details to be discussed with Heather Reid at another time
- The team voted again a virtual art gallery at the moment, but it is being kept on the back burner
- Committee Room booked for Saturday 7th May 2022 (7am till 7pm)
- Short Story competition, Poetry Competition, Resident Poet and Art Gallery criteria to be discussed at next meeting
- Cllr Gorse highlighted awareness of diversity and inclusion when selecting the acts.

ACTIONS:

PA to arrange meeting with Sue Pointon to discuss financial details for Godspell – with other festival team members

PA to chase Wrekin College as a venue for Lesley Smith

PA to arrange a meeting with Radoslava re Bulgarian Dancers for Festival Launch event

PA to attend meeting with Sunnycroft

PA to arrange a meeting with Dorota of the Polish community

PA to arrange a meeting with Heather Reid of CTS to discuss details of Art Gallery (and invite festival team members)

PA to complete a brief summary report for Cllr Lowe to present at E&C

PA to arrange a meeting with the Belfrey Arts Theatre group to discuss the Open Day and use of the venue for Saturday night

PA to email Wrekin Rowers

PA to continue to try and contact Telford Steel Band

PA to book John Bailey Club for Friday 6th May (evening) for Book Club and Poems and Pints

PA to speak further with ToriArts (possibly for festival launch event)

PA to add to Agenda to discuss criteria and timings for the various competitions and Art Gallery

7. Discuss options for The Orbit showings

A discussion was had to start looking at options for The Orbit over the festival weekend. PA to liaise with The Orbit – but suggestion of “Friday Night at The Opera” and a Polish evening on Sunday and further discussion re the remainder of the weekend.

ACTION: PA to liaise with Damian at The Orbit to discuss further

8. Discuss promotion of the festival

A discussion was had about various promotion of the festival including a Launch event in the square the Saturday before, social media, double middle pages in This Is Our Wellington, possible radio interviews, press releases, adverts in magazine and a detailed tri fold leaflet (to be printed in house), plus WTC and LW FB pages and websites. Also discussed was the use of banners, pull up flags, and other festival advertising. Continuing discussions to be had at the next meeting.

9. Discuss rebranding/new logo

A discussion was had whether to re brand the festival, using a new logo that reflected the new vision and objective of the festival. Continuing discussions to be had at the next meeting.

10. Discuss whether or not to use a pre-booking system

It was decided not to use a pre-booking system. However, every effort should be made to have a disclaimer for each event and to have entry on a “first come, first served” basis.

11. Any other business

PA mentioned that additional paperwork was now requested for various events and this did need to be taken into consideration for this, and future events. For example:

- Event Management Plan
- Fire Risk Assessment
- Lost Child Policy
- PREVENT – Terrorism Documentation.
- Risk Assessments (Health & Safety etc)
- Fire Risk Assessment
- Details of any food caterers, who they are, their risk assessments, gas safe certification, risk assessments etc.

Cllr Lowe would like it noted in the minutes to thank Paola Armstrong for all her hard work.

12. Date and time of next meeting

The date of the next meeting was confirmed to be held on Wed 1st December 2021 at 10:30am

This meeting began at 10:30am and was concluded at 12:30pm .

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