

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 **21st April 2021** commencing at 10:30am.

Present

Cllr A Lowe (Chairman)	Cllr P Fairclough (ex officio)
Cllr J Pierce	
Paola Armstrong	
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 7th April 2021**
Cllr Pierce confirmed and Cllr Lowe seconded
- 5. Matters arising from those minutes**
PA to print certificates and get them signed beforehand (in hand)
The Telfordaires have recorded and sent a Wellington Festival jingle.
PA sent the Memorandum of Understanding document to Deputy Town Clerk and Town Clerk (this has since been revised and re-sent).
AL was able to record a 3rd interview with Radio Shropshire
PA to try and get another story in Shropshire Star (to speak to ST)
PA sent email with decision regarding entry to Resident Poet competition
- 6. Summary of Events (update)**
Jingle
The jingle sent by The Telfordaires was very well received and is to be scheduled in at the beginning of the 2 talks and the Virtual Art Gallery (and possibly at the end if considered appropriate).

Art Gallery

It was decided to put a short message at the end, in order to show appreciation for the submissions. *"The WTC Festival team would like to thank all contributors who have submitted their works of art to your Virtual Art Gallery"*

Include the WTC shield and festival banner. Whilst looking at the "thank you" play the jingle (if appropriate).

The duration of the Art Gallery was discussed – approx.. 4-5 seconds per image with a total of approx. 80 images.

ACTION: PA to send details to Liam

Bedtime Stories

It was decided there should be a brief intro on the WTC website

ACTION: PA to write a brief intro for each day's Bedtime Stories and send to JP and AL to improve and approve.

Diane Saxon

All okay and up to date with this live event. Need to make sure this event (as with the others) is well publicised.

Poems and Pints

Liam to attend for first hour as technical back up. AL as back up host if SH is unable. JP and PA will also be in attendance.

Peggy Harrison Poetry Competition

The judges will produce 9 winners by the weekend. Certificates, signed by the Mayor will be awarded. (Judged by Helen Donaghue and Sue Crampton)

It was decided that if possible, the Town Crier is to be filmed announcing the winners and mention they'll be in the library.

Display of the winning poems in the library and they can go on the WTC website from a particular date.

ACTION: PA to contact Library to see if a board with the winning poems can be on display and to contact Town Crier to check availability for filming.

ACTION: PA to contact Ben re filming

Short Story

Winner has been chosen (judged by 2 members of Wrekin Writers). It was decided that the short story would be filmed (either spoken by the winner or Town Crier). It was decided that we would use Ben to film (with the poetry comp). Costs were discussed and agreed.

ACTION: PA to contact winner and arrange with Ben/Liam (Town Crier).

Resident Poet

A winner has been chosen by the 5 judges. It was decided that the winner will be contacted in order to arrange filming of the introduction to the Resident Poet and to read the winning poem. The M of U needs to be agreed and signed.

Due to the very high standard of entries, it was decided that AL would draft a letter to the 10 finalists – to be signed by the Mayor.

The idea of a trophy was discussed and it was decided that a large shield of some kind would be ordered with plaques for each year's Resident Poet and a smaller trophy be awarded for the winning poet to keep. With the words "In Memory of Stuart Taylor etc"

Also discussed was a proper ceremony of some kind, where the trophy would be awarded to the winner, perhaps in the Market Square. To be discussed at a later date (and when we have the trophy).

ACTION: PA to contact winner of Resident Poet and arrange filming.

ACTION: AL to write draft letter of thanks to finalists
ACTION: PA to contact Les about the trophy
ACTION: PA to contact Ben about filming of the announcement.

Mural Talk

PA has spoken to Marc Petty and he said it should be completed by end of week.
MP to send PPT of the slides for Liam to use. Jingle to go at front.

ACTION: PA to liaise with Liam and MP for updates

Book club

All okay. It was decided that Liam attend as Technical Host for the first hour.

History Talk

Neil Clarke has managed to enhance the sound quality and the file is now with Liam to add the jingle and the relevant logos etc.

7. Any other business

Voluntary contributions

A discussion was had about voluntary contributions and it was decided that it was not going to be possible this year.

Letters of thanks

A discussion was had regarding how to thank the voluntary helpers and also how to help those that have provided a service for the virtual festival

It was decided that letters would be written and to see if it's possible to include the names of the businesses that were used in the festival pages of the next edition of This Is Our Wellington

ACTION: AL to draft letters of thanks

ACTION: PA to include details in This Is Our Wellington

Marketing

The ad by JB was approved and will be used on the digital board, on social media and it has been decided to print A4 "posters" and hand outs (in a smaller format).

AL suggested putting up posters in shop windows and handing out flyers (if appropriate) in the run up to the festival.

AL to try and get another interview on Radio Shropshire before the festival and PA to try and get another story in Shropshire Star and also put on LW business whatsapp group.

Permission has been given to use the LW FB Page for the Festival events (to point to the WTC website) and to then be shared on the other 2 FB pages.

ACTION: PA to email JB to ask for the artwork in these formats (including one for social media use) and to get the Schedule on the digital board

ACTION: PA to print off flyers/posters

ACTION: AL and JP to meet next week in Market Square to deliver flyers/posters

ACTION: AL to try and get another interview on Radio Shropshire

ACTION: PA to try and get another story in Shropshire Star

8. Date and time of next meeting

The date of the next meeting was confirmed to be held on Tuesday 27th April 2021 at 2.00pm. This meeting began at 10:30am and was concluded at 12:10pm.

ACTIONS:

ACTION: PA to send details to Liam (of thank for the Virtual Art Gallery)

ACTION: PA to write a brief intro for each day's Bedtime Stories and send to JP and AL to improve and approve.

ACTION: PA to contact Library to see if a board with the winning poems can be on display and to contact Town Crier to check availability for filming.

ACTION: PA to contact Ben re filming (short story/poetry winners)

ACTION: PA to contact winner and arrange with Ben/Liam (Town Crier).

ACTION: PA to contact winner of Resident Poet and arrange filming.

ACTION: AL to write draft letter of thanks to finalists

ACTION: PA to contact Les about the trophy

ACTION: PA to contact Ben about filming of the announcement.

ACTION: PA to liaise with Liam and MP for updates

ACTION: AL to draft letters of thanks

ACTION: PA to include details (of businesses used) in This Is Our Wellington

ACTION: PA to email JB to ask for the artwork in these formats (including one for social media use) and to get the Schedule on the digital board

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