

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 **27th April 2021** commencing at 2:00pm.

Present

| | |
|------------------------|--|
| Cllr A Lowe (Chairman) | |
| Cllr J Pierce | |
| Paola Armstrong | |
| | |

- 1. Welcome and Introductory remarks.**
Cllr Lowe welcomed everyone to the meeting.
- 2. Declaration of Interest**
None
- 3. Apologies for absence:** None
- 4. To confirm the 'notes' from the last meeting 21st April 2021**
Cllr Lowe confirmed and Cllr Pierce seconded
- 5. Matters arising from those minutes**
PA sent details/wording of thanks for end of Virtual Art Gallery to Liam (21/4/21)
PA written a very brief intro for each day's Bedtime Stories and sent to JP and AL to improve and approve (26/4/21). Now on website.
PA emailed Anna Hill at Wellington Library to see if the winning entries for schools poetry comp, short story comp and Resident Poet's poem can be displayed on a board – she's replied and agreed. (26/4/21)
PA also contacted Town Crier who is available for filming.
PA contacted Ben Baily with regards to requirements for filming the announcement of winners and agreed a cost.
PA has contacted short story winner and arranged with Ben/Liam (Town Crier).
PA has contacted winner of Resident Poet and after an amendment, has agreed the M of U (26/4/21). PA sent email to poet and Ben to start arranging a date and time.
AL written draft letter to finalists of resident poet competition.
PA contacted Les about the trophy and has collected brochure.
PA liaised with Liam and MP for updates on Mural Talk. MP sent files, but unable to open. MP hoping to re-record by end of 27/4/21.
PA to include festival details in This Is Our Wellington – for next edition

PA emailed JB to ask for the artwork in various formats (including one for social media use) and the Schedule of Events ad is now on the digital board. JB sent A4 format and .pdf. Has received quote for 25 posters A3 size – this can be done by Friday. PA printed off flyers (x100)/posters (x60) and AL collected (26/4/21) AL and JP met (27/4/21) in Market Square and delivered all the flyers/posters AL to try and get another interview on Radio Shropshire in the week of the festival. PA has spoken to ST about a story in Shropshire Star (sent email to ST/J) – all okay – just need content.

6. **Summary of events (update)**

MP – has finished his second recording of the Mural Talk and has passed details on. The talk is now in its editing stage.

Resident Poet competition has been judged and the winner will be announced as part of the festival.

Short story competition has been judged and the winner will be announced as part of the festival.

Schools poetry – due to the high content and equally high standard this year, it was decided by the judges that there would be 9 overall winners who will each receive an equal share of the prize money. Winners will be announced as part of the festival.

7. **Discuss announcement of winners/prizes**

It was decided that the first prize for Resident Poet would be accompanied by a letter from our Mayor with first instalment. The M of U has been signed.

Due to the ever decreasing time constraints, it was decided that PA would inform JP and AL of the filming schedule and if anyone can make it, they would. Also to let Amanda Jenkins know.

It was decided that the first prize for the Short Story competition would be accompanied by a letter from our Mayor with the prize.

9 overall winners for Schools Poetry – waiting for surname of one of the winners. PA to chase

Filming of Short Story/Poetry winner

Short story winner has recorded their story and we're just confirming availability of the Town Crier to announce the winners of poetry competition and introduce the winner of the short story competition

Filming of Resident Poet

Ben/Resident Poet to liaise

PA had spoken with Anna Hill who has kindly agreed to display the winning entries (of all the above) in Wellington Library.

Summary: Certificates and prizes for the 9 poetry winners, letter and prize to Resident Poet, letter and prize to short story winner

ACTION: PA to let JP/AL (and AJ) know when filming is scheduled for Resident Poet announcement to see if they are available.

ACTION: PA to get letter from Mayor for Resident Poet and Short Story winner signed and delivered with first instalment/prize.

ACTION: PA to chase for the surname of one of the schools poetry winners

ACTION: PA to type up winning entries to display in Library

ACTION: PA to get letters for winners printed and signed

ACTION: PA to ensure prizes/letters for the winners are delivered to recipients

8. Appreciation and Letters of congratulations

It was decided that the festival team would thank those involved with the festival in the Festival pages of the magazine and also the Festival Page of the website.

Due to the high standard of entries for the resident poet competition, it was decided to write a letter of congratulations to the 10 finalists with a special letter for the runner up – to be signed by The Mayor

It was also decided to send a letter of congratulations to the runner up in the short story competition – signed by the Mayor

ACTION: PA to get letters to the 10 finalists of the resident poet comp (plus a special letter for the runner up) and a letter to the runner up in the short story competition. Printed and signed by the Mayor and delivered to recipients.

ACTION: PA to include a message of thanks and to list each individual in the festival pages of This Is Our Wellington.

9. Promotional week of festival

There will be a social media campaign in the run up to the festival (this will include a preview of the jingle, and details of the 3 live events)

Posters and flyers have been distributed around the town today by AL and JP
A3 posters will be delivered to PA on Friday and will be distributed

AL will try and get interview on Radio Shropshire in the week of the festival.

PA to coordinate a story in Shropshire Star in the week of the festival. AL to write draft with a quote from JP. PA to sort a photo.

ACTION: AL to try for interview on Radio Shropshire

ACTION: PA to sort story in Shropshire Star

ACTION: JP to provide quote for Shropshire Star story

ACTION: AL/JP/PA to get the 25 posters out in the square (once delivered)

10. Any other business

Trophy

A discussion was had regarding trophies for Resident Poet winner and Short Story winner and it was decided that this would be discussed at a later meeting,

Event in Market Square on 10th July

A discussion was had regarding a presentation for the winners during an event planned at the town for Saturday 10th July. It was decided that if the event goes ahead, that it would be asked to be included.

11. Date and time of next meeting

The date of the next meeting was confirmed to be held on Wednesday 5th May 2021 at 10.30am. This meeting began at 2:00pm and was concluded at 3:15pm.

ACTIONS:

ACTION: PA to let JP/AL (and AJ) know when filming is scheduled for Resident Poet announcement to see if they are available.

ACTION: PA to get letter from Mayor for Resident Poet and Short Story winner signed and delivered with first instalment/prize.

ACTION: PA to chase for the surname of one of the schools poetry winners

ACTION: PA to type up winning entries to display in Library

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ACTION: PA to include a message of thanks and to list each individual in the festival pages of This Is Our Wellington

ACTION: AL to try for interview on Radio Shropshire

ACTION: PA to sort story in Shropshire Star

ACTION: JP to provide quote for Shropshire Star story

ACTION: AL/JP/PA to get the 25 posters out in the square (once delivered)