

Wellington Town Council

Town Mayor
Cllr Paul Davis



Town Clerk
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WELLINGTON FESTIVAL WORKING GROUP

Minutes of the meeting held on Zoom, on 2nd February 2022 commencing at 10:30am.

Present

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

- Welcome and Introductory remarks.**
Cllr Lowe welcomed everyone to the meeting
- Declaration of Interest:** None
- Apologies for absence:** Cllr Joan Gorse. Accepted.
- To confirm the 'notes' from the last meeting 5th January 2022**
Cllr Fairclough confirmed and Cllr Pierce seconded
- Matters arising from those minutes:**
PA contacted Julie Phillips who agreed she would get in touch with Peter Bradley.
PA emailed Sue Pointon to see if she needs any support – they now have the core team and have sent a poster.
PA confirmed with Bulgarian Dancers (email sent 5/1/22) who are happy to perform.
PA has spoken with Lou Hall at Sunnycroft to agree the wording to be used on the voucher. The timings are 11am – 4pm (last entry at 3:30pm and they have also offered free entry on Friday, which was welcomed. PA to visit the property on Friday 4th Feb.
Action: PA to confirm with Lou Hall at Sunnycroft that we would like Friday, Saturday and Sunday
PA received confirmation from The Belfrey – details listed later.
PA emailed WWAW on 5/1/22 to let them know about the Festival Fancy Dress Walk.
PA completed a rough draft for the Wellington Festival Poetry Competition Participation Certificates
PA will put Costs as an agenda item for March
PA has contacted T&W with regards to the paperwork required, and once the relevant events have confirmed, the paperwork will begin. This is ONLY for events happening in the Market Square.
PA added "Hosts" as an Agenda item at the next main festival meeting
- Update on festival performances/venues (PA)**

The Telfordaires

Confirmed (by email on 10/1/22)

Festival Fancy Dress Walk

There was a discussion regarding the walk and it was agreed to keep it as informal as possible and welcome any volunteers to assist on the day. WTC will provide a First Aider on site and will ensure there is a disclaimer on any promotional material, that walkers attempt The Wrekin at their own risk.

WWAW are happy to provide support. It was agreed that it would be beneficial to provide some sort of acknowledgement to the first 100 (children?) to reach the top.

Action: PA to speak to Anthony's of Wellington about the sponsorship details
PA to book a first aider
PA to get quotes for medals for the first 100 "Wellington Festival – I climbed The Wrekin"

Family History Day at COLDS

It was decided that the wording of the event could be enhanced to encourage more people to attend

Rick – steel drums

PA has contacted Rick and obtained a price and availability. The decision was made to book Rick

ACTION: PA to book Rick (Steel Drums) for Saturday 7th May at 11am

Bluebell Walk

Wellington Walkers Are Welcome have kindly agreed to offer a Bluebell Walk on Saturday 7th May at 2pm. They will use their own booking system.

ACTION: PA to confirm details with Naomi (WWAW) regarding the Bluebell Walk

The Belfrey Arts Centre

The team at the Belfrey are happy with our hire of the theatre and the events we propose for both 7 and 8 May.

Afternoon at The Belfrey (Sun 8th May) 12-4pm

The groups have also agreed to promote their own work through exhibitions held on the 8 May. They will also hold a craft fair on the same day.

12:30pm Announcement of the winners of the short story competition and Resident Poet

1pm Tadlop Promote (singers) – approx. 20 mins

2pm JD Magic (magic act) – approx. 15 mins - CONFIRMED

3pm The Telfordaires (singers) – approx. 20 mins CONFIRMED

It was decided that we would announce the winners of the competitions at this event and give them a chance for the winners to perform.

An Evening With The Wrekin Rowers (7th May at The Belfrey)

This would also include a performance from The Shropshire Boatmen and a reading of The Sea Shanty poem by Wellington's Resident Poet, Heather Reid.

A decision was made to book Paul Shuttleworth to host the evening at his quoted price and to donate an agreed amount to the Wrekin Rowers

A maximum spend for the hire of the Belfrey was agreed in principle and anything above that, would need to be agreed.

Action: PA to book Paul Shuttleworth
PA to confirm Wrekin Rowers and let them know the donation agreed
PA to meet with Theatre manager to discuss the details and confirm the cost of hiring the Belfrey for Saturday evening
PA to ask if The Belfrey are offering the sale of refreshments for the event on the Sunday

The Endings and Cool and Uke at The Wrekin

The Wrekin normally have bands at 5pm on Sunday - confirmed with Cool and Uke. They already have a band booked for the Friday but can fit in 2 so The Endings have asked for the earlier slot – TBC

Action: PA to confirm timings with The Wrekin and the bands

Alison's Bees

Alison visited Sunnycroft – all OK. Set up beforehand and no technical equipment needed.

Art Gallery and Competitions

PA has received full details of the Art Gallery and forwarded to members of the festival team.

The wording on the Call for Entries document was discussed and AL has amended the document.

A discussion was had about the launch and a budget was agreed to fund the launch. Photography is to be included. The theme is "Wellington – Then or Now?"

It was agreed that additional sponsorship could be obtained.

Action: AL to send PA the Call for Entries amendments

PA to email Heather with the changes to the document and to update her on what was discussed regarding sponsorship and the launch.

John Bailey Club

PA has met with Katy Overton and signed the booking form for Poems and Pints (7:30pm for a couple of hours)

Walking With Giants

Marc Petty has kindly sent all the information.

10:30am, meet outside All Saints, duration 2 hours, max 25 people.

Lesley Smith (and Severn Harmony)

AL and PA met with Bernard at Wrekin College and the Centenary Theatre is now confirmed. It was decided that there would be no refreshments served.

Book Club

Unfortunately the Book Club do not wish to run a meeting this year for the festival.

Events at The Orbit

Action: PA to meet with Dorota and Damian to confirm availability of Phantom of the Opera and also to choose the Polish film

PA to get the details of the film (Phantom of the Opera) to let JP know which version it is

7. **New logo and other marketing update**

A special meeting was had on 19th January 2022 and a new logo was chosen (with thanks to Cllr P Davis for the design and supply).

Flyers

PA has asked James to provide a cost to design and print the flyers

Morrisons have agreed for members of the festival team to hand out the flyers the week before the festival. AL has suggested 9-11am Saturday 30th April, 11-1pm Sunday 1st May and 11-1pm Monday 2nd May and will ask for support with this from other Councillors

Action: PA to secure the slots with Morrisons 9-11am Saturday 30th April, 11-1pm Sunday 1st May and 11-1pm Monday 2nd May
AL to request support from other Councillors to hand out the festival flyers

TLOW magazine – work has already begun on the middle pages of the next edition. PA has said there may be a cost involved as it is additional design work.

It was agreed to spend £75 on the design of the double page advert in The Hype

Action: PA to get prices for banners and flags (with weights) and to go ahead with the advertising in The Hype magazine

Festival pages on WTC website

In the next few weeks, PA will start building the Festival Pages on the WTC website to include all the events, competitions and other details.

Action: AL to write the introduction for the festival page of the WTC website
PA to start sending information to be put on the Festival Pages of the WTC website

8. Hosts

Most of the events should run themselves, it will be taking and putting up the flags and being visible on site to greet people and answer any questions – as well as hand out the brochures etc. To be discussed further at the next meeting.

Action: PA to ensure Hosts is on the next agenda

9. Any other business

Buckets

A discussion was had about the bucket collections for the festival and it was decided to carry this over to the next meeting to discuss further.

Paperwork and Risk Assessments

PA will start next week

Action: PA to start the risk assessments next week

Wellington Festival – The Details (Plan B document)

Which events would we like the Mayor to attend?

Launch of the Wellington Festival – Friday lunchtime

Godspell – Saturday evening at 7pm

Afternoon at The Belfrey Sunday 12:00

Lesley Smith (with Severn Harmony) – Sunday evening at 6:30pm

Action: PA to book the Mayor/Deputy Mayor for various events

Expenses for the artists

It was suggested to keep some funds available in order to look after the artists/performers etc

10. Date and time of next meeting

The date of the next meeting was confirmed to be held on Wednesday 2nd March 2022 at 10:30am currently scheduled for Zoom.

Please note the meeting for the 6th April has been brought forward to 30th March 2022

This meeting began at 10:30am and was concluded at 12:50pm

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PA to ask if The Belfrey are offering the sale of refreshments for the event on the Sunday

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PA to get the details of the film (Phantom of the Opera) to let JP know which version it is

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Sunday 1st May and 11-1pm Monday 2nd May

AL to request support from other Councillors to hand out the festival flyers

PA to get prices for banners and flags (with weights) and to go ahead with the advertising in The Hype magazine

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PA to start sending information to be put on the Festival Pages of the WTC website

PA to ensure Hosts is on the next agenda

PA to start the risk assessments next week

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