

Wellington Town Council

Town Mayor
Cllr Paul Davis



Town Clerk
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WELLINGTON FESTIVAL WORKING GROUP

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

Present

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

- 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 2nd February 2022**
Cllr Alvey confirmed and Cllr Gorse seconded
- 5. Matters arising from those minutes:**
PA confirmed with Lou Hall at Sunnycroft that we would like Friday, Saturday and Sunday for free entry.
PA spoken to Anthony's of Wellington – who are still keen to sponsor the festival fancy dress walk.
PA booked a first aider (3/2/22) Simon Woodhall at a cost of £80 for the Festival Fancy Dress Walk
PA received quotes for medals at £3.45 each at 3mm. Also got quotes for "seed" button badge but out of the budget.
PA booked Rick (Steel Drums) for Saturday 7th May at 11am – confirmed (awaiting details for website and PL Certificate)
PA confirmed details regarding the Bluebell Walk and has received the link to book.
PA booked Paul Shuttleworth for Sat 7th May.
PA confirmed Wrekin Rowers with amount of donation. All 4 can now attend.
PA met with Theatre Manager at the Belfrey Theatre on 17/2/22 – details below.
PA confirmed start time for The Endings as 7:30pm.
The Art Exhibition Call for Entries document was amended and is now on the website.
PA emailed Heather regarding sponsorship and the launch.

PA met with Dorota and Damian (8/2/22) – details to follow.
PA secured slots with Morrisons 9-11am Saturday 30th April, 11-1pm Sunday 1st May and 11-1pm Monday 2nd May to hand out the festival flyers
AL has requested support from other Councillors to hand out the festival flyers and has a rota.
PA spoke with James Bayliss re marketing material and an editorial, has gone in Hype magazine (ongoing).
AL has written the introduction for the festival page of the WTC website
PA and Deb (Kaleidoscope) are uploading details onto the WTC website.
PA has added Hosts to the agenda
PA has sent the first form to T&W Events and has started the risk assessments
PA has booked the Mayor for Art Gallery (6th), Godspell (7th) and Afternoon at The Belfrey (8th) but not available to make Sunday evening.
Unfortunately, Amanda Jenkins is unable to take part in the judging of the competitions this year, (also for 6th May for Festival Launch event) but has transferred her contribution for the Resident Poet to WTC bank (4/2/22). A note of thanks has been sent.

The Human Library event was discussed in more detail.

6. Update on festival performances/venues (PA)

The Belfrey Theatre

PA met with Andrew Foster (Manager of the Belfrey Theatre) and can confirm costs of £100 for the hire of the Belfrey Theatre for 5 hours, with the bar and lighting etc on Saturday 7th May 2022 from 5-10pm, including attendance by Andrew himself.
There will be refreshments served at the bar (including Prosecco) on both Saturday and Sunday. It's a 96 seater and if there are more people, Andrew suggested we can use the CCTV and have the TV on in the foyer for the overspill (if needed).

Alisons' Bees

PA went to Sunnycroft and the Halliday Conservatory seats about 20. A discussion was had about having 2 talks 4pm and 6pm at £100 plus travel and this has been agreed.

Poetry competition

The poetry letter was sent out w/c 14th Feb 2022 and a hard copy also posted to the 8 schools.

Closing date for entries Monday 9th May 2022

Judging to take place 9th – 16th May 2022

HD/SC will telephone the schools to inform them of the winners – w/c 16th May 2022

HD/SC will send PA the winning entries, with names, ages and schools

PA will print the winning entries for the library display (w/c 23rd May 2022)

It was decided that Participation Certificates for the Schools would be given and if possible to include the number of entries.

At a date after the Jubilee, the Mayor will invite the winners to the WTC offices, to be presented with their prizes. (PA also spoken with Morrisons and they may be able to supply an additional prize for the 9 winners).

To note: the spelling as Peggie Harrison

All entries will be sent to Wellingtonfestival@hotmail.com and PA hopes to set a divert on this email address so that all entries are automatically forwarded to Helen's email.

ACTION: PA to divert the schools poetry competition entries to the judges

Short Story Competition

It was decided to ask the Wrekin Writers to judge the competition with all entries sent them to be judged (blind) by 11/4/22 with a winner to be chosen by 15/4/22.

ACTION: PA to ask the Wrekin Writers if they would like to judge the Short Story Competition

Resident Poet Competition

It was decided that the judges would be 4 members of the festival team and the Mayor.

Sunnycroft

All agreed. The wording of the voucher will include "one per family".

Art Gallery – launch of festival

A brief discussion was had with regards to the invitations.

Family History Day

PA spoke with Les Pointer (COLDS) to get more information – they are offering access to all their resources for this and it was agreed to book 10am – 2pm with COLDS providing some light refreshments.

Fancy dress walk

It was agreed to make this more of a casual event. PA has met/emailed with some community groups, who are all keen to take part eg. Landau, Wrekin College, Polish Saturday School, WWAW, Wrekin Road Runners, Gymphobics group etc. The first aider has been booked and Anthony's of Wellington will sponsor the event.

Friday Night at The Opera (at The Orbit)

The meeting with Damian went extremely well and there are plans to make it a red carpet event, masquerade, dress to impress etc. The charge will most likely be £10 per ticket and will include a drink. However, as of 28/2/22, they were struggling to get the rights.

A Taste of Poland (at The Orbit)

The meeting with Dorota and Damian also went very well. Choice of films were discussed and it was decided to put on 2 showings on the Sunday (2:30pm and 7pm) and to create more of an event. Dorota will fill out any necessary paperwork with T&W (possibly having a gazebo) and face painters, balloons, costumes, food etc was discussed. However, the films choices were not available so an alternative choice of film will need to be made.

7. Costs

PA ran through the budget and costs so far.

8. Marketing

Logo

Due to issues with similarity between another logo, a new logo has been discussed.

ACTION: PA to liaise with James Bayliss with feedback from the suggested logos

Website

The main layout has been done, with the introduction and competition details already on. The event details being uploaded (most being done already).

ACTION: PA to continue building the festival pages on the WTC website

This Is Our Wellington

The deadline has been brought forward

ACTION: PA to send all details for the festival (and photos) for the middle pages of the magazine

Festival Flyer

PA is waiting for a quote for 1,000 – 2,000 printed, folded copies of the festival flyer

ACTION: PA to produce the content for the festival flyer and arrange design and print of 1-2,000 copies, if cost is agreed

Banners and flags

A discussion was had with regards to banners and flags. Correx board was discussed. PA is waiting for prices and will arrange a special Zoom meeting to get costs agreed for these.

Digital board

The cost involved to design the ad was discussed, suggestions were made but no decision was made.

9. Hosts

It was agreed to carry this over to the next meeting.

10. Any other business

Buckets

A discussion was had about whether to use buckets or not at the end of certain events and it was decided that we should discuss this at the next meeting.

11. Date and time of next meeting

The date of the next meeting was confirmed to be held on Wednesday 30th March 2022 at 10:30am in person.

This meeting began at 10:30am and was concluded at 12:06pm

ACTIONS:

PA to divert the schools poetry competition entries to the judges

PA to ask the Wrekin Writers if they would like to judge the Short Story Competition

PA to liaise with James Bayliss with feedback from the suggested logos

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PA to send all details for the festival (and photos) for the middle pages of the magazine

PA to produce the content for the festival flyer and arrange design and print of 1-2,000 copies, if cost is agreed