

Wellington Town Council

Town Mayor
Cllr Paul Davis



Town Clerk
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WELLINGTON FESTIVAL WORKING GROUP

Minutes of the meeting held on 4th May 2022 in person commencing at 10:30am.

Present

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

1. Welcome and introductory remarks.

Cllr Lowe welcomed everyone to the meeting

2. Declaration of Interest: None

3. Apologies for absence: J Alvey

4. To confirm the 'notes' from the last meeting on 27th April 2022

Cllr Gorse confirmed and Cllr Pierce seconded

5. Matters arising from those minutes

PA has contacted winners of Resident Poet and Short Story to explain what will happen with regards to the prize money. AG sent her bank details and I've asked Andrew to pay her the £100.

Saw RP at Mayor's event and all the Memorandum of Understanding is acceptable.

6. Update on events

Lesley Smith

Needs a clip on mic and Wrekin College no longer have them.

Lesley is having an eye operation on Sunday morning – she just found out on Friday, but is determined to do the performance. If not, her husband does a great Charles 2nd and she would perform Margaret Thatcher for us for free next year.

7. Health and Safety

Mobile numbers were exchanged (for Wrekin walk).

PA went through the Event Management Plan and handed out “packs” for each of the festival team with contact details etc. Also ran through what a Dynamic Risk Assessment is and that where hosts are in attendance, this will be done at each venue, in the first instance. At the present time, still waiting for H&S documentation from Sunnycroft and Public Liability from COLDS

PA gave out high viz vests, clickers, HOST badges etc

8. Any other business

Feedback

PA asked that each host email her after the event to give figures of attendance and general feedback with how it went – if anything went particularly well or if something could be improved.

Charity buckets for Lesley Smith –if you’re collecting on private property, you don’t need a licence. It was agreed that we will have buckets at Lesley Smith and AL will be responsible for the money afterwards.

Festival Promotion:

So far the promotion and marketing has gone extremely well. The dancers from Tori Arts Studio were very well received and all the leaflet drops and handouts etc have received positive feedback. The banners around the town have been really effective and most of the magazines and leaflets have been distributed.

11. Date and time of next meeting

The date of the next meeting was confirmed to be held on Thursday 19th May at 10:30am in person.

This meeting began at 10:30am and was concluded at 12:00pm