

Wellington Town Council

Town Mayor
Cllr Paul Davis



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WELLINGTON FESTIVAL WORKING GROUP

Minutes of the meeting held on 13th April 2022 in person commencing at 10:30am.

Present

	Apologies:
Cllr A Lowe (Chairman)	
Cllr J Pierce	
Cllr P Fairclough (in part)	
Cllr Joan Gorse	
Cllr John Alvey	
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 on 30th March 2022

Cllr Pierce confirmed and Cllr Gorse seconded

5. Matters arising from those minutes

PA booked 2 mascots for Sunday 8th May 2022 (email sent 30/3/22).

PA has spoken to Dorota (6/4/22) and will meet the week after next.

PA chased up T&W regarding the paperwork (to be discussed in Item 9).

PA/James Bayliss completed design of festival flyer and the other marketing material which has been ordered and delivered.

PA sent the festival schedule document to Caroline (31/3) for E&C but has also sent the festival flyer proof to Andrew who sent it to all Councillors.

PA has ordered 6 more buckets which have now arrived and are in the office ready for collection nearer the time.

6. Update on events

Fancy dress walk

Mascots booked. First aider booked. PA emailed a few of the community groups to see if they wanted to take part

Poetry Comp

PA drafted a letter for the winners (checked with Helen/Sue)

Certificates for the winners and Participation Certificates for the schools with be completed nearer the time. (Closing date is 9th May.)

Spoke with Morrisons again and will liaise with them nearer the time re prizes.

Resident Poet and Short Story

Entries in and sent to festival judges and Wrekin Writers.

Winners have been chosen.

PA to notify, but to ask for discretion until the festival. Those that have not won will also be notified.

Trophies for Resident Poet and Short Story winners need to be ordered.

ACTIONS: PA to notify winners and those who didn't win

ACTION: PA to order trophies for the winners

Godspell

Request made to borrow the Town Crier's outfit and bell for the performance. All agreed. Just waiting for Sally T to return the outfit.

PA spoke to Sue Pointon about the photo montage. She mentioned that Kris Sadler will be taking some photos but there is no more information at this stage.

Wrekin Rowers

A discussion was had about the popularity of this event and PA has tried again to find out about live streaming. Paul Shuttleworth has been contacted to see if he can help in any way

Afternoon at Belfrey

Details of the event were discussed. PA to find out if there will be any food on offer there.

ACTION: PA to find out about the food availability at The Afternoon at The Belfrey

Phantom and Sweat at The Orbit

PA been to see Damian Breeze - all up and running to take bookings. It is actually on Saturday 7th May now but not a problem. Ticket sales going well already.

Tori Arts and Bulgarian Dancers

PA been to see Tori to discuss details of the 30th April and gave feedback to the team. Tori has purchased a wireless PA/speaker which can be connected via Bluetooth, and has offered a loan of it to the Bulgarian Dancers. PA has emailed, but no response as yet.

Lesley Smith

A discussion was had after PA gave feedback about 3 people asking if they could book tickets. The decision has already been made not to use Eventbrite, as a trial for this festival as, in previous years, all the tickets were booked up very quickly, but then there were a large number of "no shows".

Human Library

Amy Powell (Wellington Library) has sent details, which PA fed back to the team.

Calligraphy Workshop

JG mentioned that she has been asked where the Calligraphy Workshop would be taking place. The information is on the festival flyer, but needs to be put on the website.

ACTION: PA to add the exact location of the Calligraphy Workshop to the website

Walking With Giants talk

ACTION: PA to check with Marc Petty that the walk is all on public highways
Bluebell Walk

ACTION: PA to ask WVAW or public liability/insurance documentation

7. Marketing

Logo - All versions of the logo are now done (jpg, png and banner).

Flyers - Final proofs done, printed and delivered.

Website - Website details are all up to date and complete.

This Is Our Wellington - Distribution date 18th April – but the team will need to distribute the 1,000 extra copies from 25th April. Magazines have been delivered to the office.

Digital board adverts and poster - The festival team approved the 4 digital board ads and the poster

ACTION: PA to arrange to have the adverts displayed on the digital board

ACTION: PA to print off copies of the poster

Banners, Board and Flags - Final proofs done, printed and delivered.

James found a deal on the roll up banners and it worked out £40 cheaper.

Banners are due to be put up today

Stickers - PA has ordered 480 festival stickers (plus the sample of 24) at a total cost of: £41.34. Delivered.

Host badges and lanyards - PA has printed and made 20 of these.

Tadlop brochure - James Bayliss has designed the festival poster.

ACTION: PA to send the poster to Tadlop

Radio and Press - PA is arranging for a story in the paper and PA/AL to arrange radio interviews in due course

Social Media - PA will continue with the social media promotion

It was noted by all the festival team that James Bayliss has done an outstanding job of designing all the festival marketing material, including the logo. All team members were delighted with the high standard and the exceptional quality.

ACTION: PA to provide feedback to James Bayliss

ACTION: PA to ask Morrisons for permission to take the pull up banner to the store whilst the festival flyers are being handed out

8. Hosts

A discussion was had regarding the role of the host at most of the events - where the hosts need to keep a record of how many people attend the event (we have clickers) and to get some general feedback for analysis after the festival. They will also need to attend a H&S briefing and be aware of the risk assessments, what to do in the event of an emergency etc.

A document that will be circulated in addition to the minutes, was completed, listing hosts from the festival team to various events.

ACTION: PA to ask for 3-4 volunteers from the Wellington Rotary

ACTION: PA to complete the Host document and circulate with the minutes

9. Health and Safety paperwork

PA attended a 4 hour T&W/ESAG course on 7th April, which covered fire risk assessments, event risk assessments, event management plans and a variety of other policies. PA will do her best to ensure that adequate provisions are made to ensure the safety of all attending the festival events. Fire risk assessments, public liability certificates etc are currently being sought and event management plans will be done for the "higher risk" events.

PA will collate as much information as possible and conduct a pre-festival H&S safety briefing for all those hosting or volunteering at the events.

ACTION: PA to prepare a pre-festival H&S Safety briefing to ensure all hosts/volunteers are aware of the emergency procedures

ACTION: PA to continue with the H&S paperwork, to the best of her ability

10. Any other business

AL has offered to look into the licence application from T&W for the charity bucket licence

ACTION: AL to look into the licence application for the charity buckets

11. Date and time of next meeting

The date of the next meeting was confirmed to be held on Wednesday 27th April at 10:30am on Zoom

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

ACTIONS:

PA to notify winners and those who didn't win

PA to order trophies for the winners

PA to find out about the food availability at The Afternoon at The Belfrey

PA to add the exact location of the Calligraphy Workshop to the website

PA to check with Marc Petty that the walk is all on public highways

PA to ask WWAW or public liability/insurance documentation

PA to arrange to have the adverts displayed on the digital board

PA to print off copies of the poster

PA to send the poster to Tadlop

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PA to ask for 3-4 volunteers from the Wellington Rotary

PA to complete the Host document and circulate with the minutes

PA to prepare a H&S Safety Briefing to ensure all hosts/volunteers are aware of the emergency procedures

PA to continue with the H&S paperwork, to the best of her ability

AL to look into the licence application for the charity buckets