

Wellington Town Council

Town Mayor
Cllr Paul Davis



Town Clerk
KAREN ROPER B.A (Hons),DMS
Civic Offices
Larkin Way
Wellington
Telford TF1 1LX
Tel: 01952 567697
E Mail: wellington-shropshire.gov.uk

WELLINGTON FESTIVAL WORKING GROUP

Minutes of the meeting held on 27th April 2022 in person commencing at 10:30am.

Present

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

1. Welcome and introductory remarks.

Cllr Lowe welcomed everyone to the meeting

2. Declaration of Interest: None

3. Apologies for absence: P Fairclough

4. To confirm the 'notes' from the last meeting on 13th April 2022

Cllr Pierce confirmed and Cllr Gorse seconded

5. Matters arising from those minutes

PA notified winners and non-winners of the short story and resident poet competitions (13/4/22 and 14/4/22)

PA ordered trophies for the winners (14/4/22) and these have been collected (25/4/22)

PA emailed re: food availability at The Afternoon at The Belfrey – as yet, no food available as they do not have the volunteers

PA has had added the exact location of the Calligraphy Workshop to the website

PA confirmed with Marc Petty that the walk is all on public highways and he is happy to read a H&S/disclaimer before the walk

PA has received from WWAW their public liability/risk assessment

PA arranged to have the adverts displayed on the digital board

PA printed off copies of the poster (JP/AL taken copies)

PA sent the poster to Tadlop

PA provided feedback to James Bayliss

PA has received permission from Morrisons to take the pull up banner to the store whilst the festival flyers are being handed out

PA has emailed the Wellington Rotary to ask for 3-4 volunteers. Peter Williams replied:

PA completed the Host document and circulated with the minutes.

PA felt it was not necessary to prepare a H&S Safety Briefing document, but has completed the Event Management Plan (with details of risk assessments, fire policies, public liability certificates and contact details)
PA has continued with the H&S paperwork, to the best of her ability
AL looked into the licence application for the charity buckets and has taken the decision not to pursue this any further.

6. Update on events

Afternoon at The Belfrey

- Winners of the Resident Poet and Short Story Competition are able to attend the presentation on 8th May.
- Spoke to Sharon Griffin (ceramics) – they will have a potter's wheel there for people to have a go on

Resident Poet

A discussion was had and it was decided to reword the contract/Memo of understanding, get it signed and then transfer the whole amount to the winner.

ACTION: PA to speak to winners of Resident Poet and Short Story to explain what will happen with regards to the prize money.

Fancy dress walk

Mascots all booked and confirmed. PL certificate received.

First aider – emailed to confirm 20/4/22. He will need to report to PA and then station himself somewhere around the Halfway House area. Hosts to ensure they have mobile numbers

PA spoken to Anthony's of Wellington – they will have something to hand out on the day (and will try and get someone from the shop up there).

It was decided that AL will be at the top (to hand out LW keyrings and take some pictures) and PA will be at the bottom to hand out the stickers (and take pictures) and then get to the Belfrey for 12pm. JP will decide on the day.

Meet The Author and Library events

J Phillips is off sick as is A Hill

Amy Powell: *"The training for the Human Library books is next Thursday evening, most events run with 6-10 books and we will have at least 6. The topics are generally not disclosed until the beginning of the event."*

Art Exhibition etc

PA emailed Heather to run through costs, get an update, talk through launch and Footprints (high viz, badges etc).

Wrekin College –

PA waiting for the H&S documentation

Bulgarian Dancers – send their apologies but have had to pull out

ToriArts – going to use the budget allocated and be in the square for about an hour and will also help handing out flyers etc.

Shropshire Fire and Rescue may be joining us in the Square on 30th April and 7th May – to promote fire safety. This isn't definite and we don't need to do anything.

Polish event

Dorota: *"We are planning to serve Polish traditional cakes, sausage, ham and bread. We would like to use two tables for it. We are going to wear traditional folk*

costumes. In the background will be Polish Music. We are going to have Polish School's banner. We are planning as well decorate Orbit with red and white balloons and Polish flag. For children it will be face painting and game similar to looking for bunnies (bears with Polish names)."

Wrekin Rowers

Sally Themans has kindly agreed to do the livestreaming.

Marc Petty walk – Can keep a list of those who enquire on the phone but ask that they arrive 10 mins before to ensure their place.

7. Marketing

Radio Interviews	21/4/22 (Sue Pointon) and 22/4/22 (PA) (And the Julie Phillips one)
Press	19/4/22 article in Shropshire Star
Magazine distribution	Delivering the remaining copies – about 100
Digital board	The 4 ads are now on digital board
Banners	They are up in the 3 locations around the town
Social Media	PA ongoing – scheduled posts
Handing out flyers	PF/AL at Morrisons 30/4/22 9am – 11am AL will be there for the first hour PA at Market Sq 30/4/22 (with JP/JG) from 11am JP/JG at Morrisons 11am – 1pm AL at Morrisons 11am – 1pm

The rest of the flyers can go in shops/restaurants etc around the town – if there are any left.

9. Health and Safety

PA has compiled the relevant documents to ensure due diligence on all events (to the best of her ability). Detailed Event/Host sheets will be available for main hosts/lead names from the festival team.

Risk assessments done and sent to T&W for Market Square events on 30th April and 7th May. Fire RA, RA and Public Liability certificates being requested from venues/artists and make up part of The Event Management Plan.

10. Any other business

Budget – updated to go through costs, answer any questions and ensure all are happy with it.

11. Date and time of next meeting

The date of the next meeting was confirmed to be held on Wednesday 4th May at 10:30am

This meeting began at 10:30am and was concluded at 11:40am

ACTIONS:

PA to speak to winners of Resident Poet and Short Story to explain what will happen with regards to the prize money.