

MINUTES of Haxby Town Council Carnival Committee Meeting held on Thursday 8 March 2018, in the Memorial Hall, Haxby, at 7.30 pm.

PRESENT Cllr M Preston (Chairman) Cllr M Crawford
Mr M Scott (Clerk) Mrs J Bell (Deputy Clerk)

APOLOGIES FOR ABSENCE

1. There were no apologies.

DECLARATION OF INTEREST

2. There were no Declarations of Interest.

MINUTES

3. **RESOLVED that the minutes of the last meeting held on 18 January 2018 be signed as a true and accurate record.**

HAXBY CARNIVAL – 14 JULY 2018

4. Actions for Carnival 2018:-

Cllr M Crawford

- To place an article in the Summer Town Crier regarding stalls.
- To advertise the Carnival in the Summer Town Crier giving times of arena and stage performances and ensure the newsletter is printed and delivered before the carnival takes place.
- To contact the scouts to ask the scout leader to contact the Council Office regarding the procession.
- To invite Tom Feetenby to come along to Carnival Committee meetings.
- To speak to Bella's dance group regarding the fancy dress competition and ask if they would like to book a stall.
- To contact Jo Coates regarding a band for the stage.

Cllr M Preston

- To speak to Head Teachers at the local primary schools regarding the fancy dress competition.
- To speak to Ruby's dance group regarding the fancy dress competition and ask if they would like to book a stall.
- To contact the City of York Council regarding road closure signs and traffic cones and to also provide them with the car registration number of the vehicle to be used to collect them.
- To put up bunting on the hitching rails on the morning of the carnival.

Clerk

- To work with Cllr M Crawford to apply for a City of York Council Ward Grant for the cost of the City of York Pipe Band.
- To ask at the April Full Council meeting for helpers on the day.

Deputy Clerk

- To await a reply from JSS Audio regarding the booking and cost of the stage, canopy and audio equipment.
- To await the new design of the events programme, the carnival poster and the fancy dress notices from Kraken Design Agency.
- To await a reply from the Scouts.
- To await a reply from The Shotokan Karate Club.
- To ask Kraken Design Agency if they will put a link regarding the Haxby Carnival on the Town Council website.
- To collect the donation of £100.00 from Haxby Sports Bar prior to the Carnival taking place.
- To write to Sainsbury's for sponsorship.
- To write to businesses regarding tombola prizes.
- To advertise the Carnival in the June/July editions of the Handy Mag.
- To advertise the Carnival via Minster FM Radio
- To purchase dresses for the Carnival Queen and her two Attendants
- To invite last year's stall holders to book again this year.
- To ask Cllr D Harkess if his band 'The Renames' was available to perform on the stage.
- To contact Joseph Rowntree School and JSS Audio to ask if they know of a band.
- To order balloons.
- To arrange for 10 litter bins for carnival day.

Sponsorship – A reply had been received from Virgin Media stating that they would not be able to provide sponsorship. The Co-operative Funeralcare together with the Co-operative Food Store confirmed they would be donating £250.00. The Manager of The Parvin agreed to sponsor the dresses for the Carnival Queen and her Two Attendants. It was agreed to write to Sainsbury's to ask for sponsorship. Kraken Design Agency confirmed that the design for the carnival posters, events programme and fancy dress flyers would be available shortly. A quotation was received for printing them but it was agreed to seek sponsorship from All Design and Print.

Layout of Field – A plan of the layout of the field was handed out at the meeting.

Entertainment/Attractions – The Go Karts were not able to come this year but Scott Pullen from the fair said he may be able to bring crazy golf instead. Dragonfly Crafts were also not able to come but Coffee Cup Crafts confirmed they would provide a craft stall instead. The Miniature Steam Railway confirmed the booking. The Hogg Roast confirmed they would make a 10% – 13% donation from profits made on the day.

Manpower – To ask at the next Full Council meeting in April for helpers on the day.

Arena/Stage – A revised programme was handed out at the meeting but required further amendment to allow extra time for the marching bands to perform in the arena. A reply had not yet been received from the band for the extra slot in the programme. It was agreed to advertise for a band. A reply had not yet been received from JSS Audio regarding the hire of the stage, canopy and audio equipment.

Procession – City of York Council had not yet approved the road closure as the Council was waiting to hear from the Safety Advisory Team(SAG). A reply was awaited from the Scouts and The Shotokan Karate Club. The names of the Carnival Queen and two Attendants were awaited from Ralph Butterfield Primary School. The Mobile Library confirmed that the vehicle would be joining the procession and agreed to be the safety vehicle at the rear of the procession.

Stalls – Stall bookings would be advertised in the Spring 2018 Town Crier. Eight bookings had been received and more were awaited. Haxby Sports Bar was happy with the £100 fee charged for supplying a licensed bar. Virgin Media had been contacted to ask if they wanted a stall and a reply was awaited.

Tombola – The Deputy Clerk agreed to write to businesses for prizes.

FINANCIAL STATEMENT – CARNIVAL 2018 AS AT 8 MARCH 2018

Details	Amount
<u>Receipts 19 January 2018 - 8 March 2018</u>	<u>0.00</u>
<u>Payments Made 19 January 2018 – 8 March 2018</u>	<u>0.00</u>
Balance at Start of Year 1 April 2017	1005.97

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Income 1 April 2017 - 3 May 2017	50.00
Income 4 May 2017 - 5 July 2017	786.61
Income 6 July 2017 - 2 November 2017	986.20
Income 3 November 2017 - 18 January 2018	0.00
Income 19 January 2018 - 8 March 2018	0.00
Haxby Town Council 2017 Allowance	2000.00
INCOME TOTAL	<u>4828.78</u>

Expenditure 1 April 2017 - 3 May 2017	53.76
Expenditure 4 May 2017 - 5 July 2017	2275.33
Expenditure 6 July 2017 - 2 November 2017	1408.43
Expenditure 3 Nov 2017 - 18 January 2018	400.00
Expenditure 19 Jan 2017 - 8 March 2018	0.00
EXPENDITURE TOTAL	<u>4137.52</u>

BALANCE TOTAL 691.26

Promised Income for Haxby Carnival 2018

Haxby Town Council 2018 Allowance	2000.00
Total	<u>2000.00</u>

Promised Payments for Haxby Carnival 2018

City of York Pipe Band	500.00
Shepherd Group Brass Band	250.00
Community Chorus+Generation Groove	200.00
Miniature Steam Railway	200.00
Radio	125.00
The Craft Stall - Coffee Cup Crafts	130.00
Competition Prizes	70.00
Phoenix Fusion Majorettes	100.00
Lord Mayors Own Scout Group	75.00
Vaudeville Players	250.00
The Magic Hatter	275.00
Carnival Dresses	160.00
Hooks Removals	90.00
JSS Audio	1075.00
St John's Ambulance	230.00
Balloons	60.00
York Bird of Prey Centre	185.00
Total Balance	Total <u>3975.00</u>

The financial statement was circulated and received by Committee members at the meeting. The Deputy Clerk brought to the attention of the

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Committee that finances for this year's carnival were very tight once the 2018 tombola profits were donated to local groups and if no sponsorship was found for the printing costs for the posters, events programme and fancy dress flyers. It was felt that more funding should be sought and it was agreed to apply for a City of York Council Ward Grant to help with the cost of the City of York Pipe Band.

RESOLVED to approve the financial statement.

General - Following discussions at the previous meeting regarding the 2019 Haxby Carnival and 2019 Copmanthorpe Carnival, it was agreed to hold the Haxby Carnival on the same day as the Copmanthorpe Carnival, Saturday 13th July 2019. It was felt that because the two carnivals were so different, they would not impact on each other. The photographic consent forms were now available. The Risk Assessment, Traffic Management Plan and Carnival Management Plan were circulated to committee members prior to the meeting. These documents were reviewed and approved:

RESOLVED to approve the reviewed documents.

DATE OF NEXT MEETING

5. The next meeting would be held on Thursday 10 May 2018 at 7.30 pm.

There being no further business the meeting closed at 8.50 pm.

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Chairman

(These Minutes are displayed 'unsigned' and are subject to correction at the next Committee Meeting.)