

MINUTES of Haxby Town Council Carnival Committee Meeting held on Wednesday 1 May 2019, in the Memorial Hall, Haxby, at 7.30 pm.

PRESENT Cllr M Preston (Chairman) Cllr M Crawford
Cllr R Cousins Mrs J Bell (Deputy Clerk)

Also Present: Stephen O'callaghan from the Kraken Design Agency.

APOLOGIES FOR ABSENCE

1. Apologies were received from Cllr C Mulholland.

DECLARATION OF INTEREST

2. None.

MINUTES

3. **RESOLVED that the minutes of the last meeting held on 13 March 2019 be signed as a true and accurate record.**

HAXBY CARNIVAL – 6 JULY 2019

4. Actions for Carnival 2019:-

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.

Cllr M Preston

- To find a volunteer put up the bunting on the hitching rails on the morning of the carnival.
- To ask at the May and June Full Council meeting for helpers on the day.
- To request funding from Haxby Town Council for the unexpected cost of the management of the temporary road closure.
- To request funding from Haxby Town Council for the unexpected cost of purchasing 16 tables from Wigginton Parish Council.

Deputy Clerk

- To await the design of the events programme and the carnival poster from Kraken Design Agency.
- To await balloons from Larch Music.

- To await reply from the Co-op Food Store and Stephenson's Estate Agents regarding sponsorship.
- To write to Sainsbury's regarding the offer of sponsorship.
- To contact the Scouts regarding the number of chairs.
- To await reply regarding 14 litter bins for carnival day.
- To confirm with JSS Audio acceptance of the extra cost of the canopy.
- To find an alternative means of transport other than the tractor and trailer for the Carnival Queen and the two attendants for the procession.
- To purchase dresses for the Carnival Queen and her two Attendants.
- To contact The Crepe Company to see if they would like a stand.
- To contact the Library regarding a stall.
- To await tombola prizes from businesses.
- To advertise the carnival in the June/July editions of the Handy Mag.

S O'callaghan – Kraken Design Agency

- To design the posters and programme of events.

Sponsorship – Sponsorship had been received from The Co-operative Funeralcare. Sainsbury's had offered the sum of £100 plus £50 in tombola prizes. A reply was still awaited from The Co-op Food Store and Stephenson's Estate Agents. Kraken Design Agency produced the design of the carnival flyer which was shown to Committee members and approved. The design of the poster and events programme was in hand. The Guides had declined the offer of the chairs but the Scouts had shown an interest in taking over the ownership of them.

Layout of Field – An updated plan of the layout of the field was handed out at the meeting. A request had been made to the City of York Council for 14 litter bins. The tables borrowed from Wigginton Parish Council for the carnival were now being sold and had been offered to the Carnival Committee. The cost and storage of the tables was discussed. The only suitable area for storage of the tables would be in one of the two cemetery huts but permission would need to be sought from the Haxby and Wigginton Cemetery Committee.

RESOLVED to offer Wigginton Parish Council the sum of £200 to purchase the 16 tables and for Cllr M Preston to make a request to Haxby Town Council for the funding of this unexpected cost.

Entertainment/Attractions – The Joseph Rowntree Vaudeville Players confirmed they would be performing excerpts from 'Annie'. Headlands Primary School had not been contacted to ask pupils to sing as there were no available performance slots. The Flying Ducks Youth Theatre asked if they could perform but unfortunately the events programme for this year was full. It was agreed to offer them a performance slot at the 2020 Carnival. A suitable area had been found on the field for the Zorbs and confirmation had been received that they were coming.

Manpower – Councillors had been asked at the Full Council meeting on 8 April to help on the day of the carnival. It was agreed to ask again for help at the May and June Full Council meeting.

Arena/Stage – JSS Audio confirmed the booking but the cost of the canopy had increased by £50.00. Articles about the carnival including event timings would be published in the June and July Editions of the Handy Mag. **RESOLVED to approve the £50 increase from £1125.00 to £1175.00 from JSS Audio for the canopy, stage and audio equipment.**

Procession –The Scouts were away on scout camp but the beavers would be taking part in the procession. Dresses for the Carnival Queen and the two Attendants had not yet been purchased. An open top vehicle had not yet been found. The Shotokan Karate Club confirmed that they would be taking part in the procession and had booked a stall. The balloons had not yet been received. City of York Council and the Safety Advisory Team (SAG) had not yet approved the road closure. Two quotations had been received for the management of the temporary road closure.

RESOLVED to approve the lowest quotation of £650 plus VAT for the management of the temporary road closure for the carnival procession and for Cllr M Preston to make a request to Haxby Town Council for the funding of this unexpected cost.

Stalls – Last year's stall holders had been contacted and a few had booked stalls. There were still a few pitches available. Ainsty Ales Brewery had agreed to supply a licensed bar.

Tombola – A reply was awaited from Cllr M Harrison regarding the size of the banner for the tombola stall. Letters have been sent to businesses and prizes were awaited. The Deputy Clerk agreed to write to a few more businesses for prizes. The Committee discussed the need to set aside an allowance for prizes if additional tombola prizes were needed.

RESOLVED to approve the cost of £100 for tombola prizes but only if absolutely needed.

FINANCIAL STATEMENT-CARNIVAL 2019 AS AT 1 MAY 2019

Details	Amount
<u>Receipts 1 April 2019 - 1 May 2019</u>	
M Smith-Pretty Plaits - 1 x S Pitch + 1 Table	15.00
Perrett - 1 x S Pitch	10.00
J Simpson - 1 x S Pitch + 1 Table	15.00
F Herlihy - 1 x S Pitch	10.00
D Thompson - 1 x S Pitch	10.00
R Trousdale - 1 x S Pitch	10.00

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York Rescue Boat - 1 x S Pitch + Boat	10.00
A M Bartholomew- 1 x S Pitch	10.00
S Hirst - 1 x S Pitch	10.00
PDSA - 1 x S Pitch	10.00
M Earl - 1 x S Pitch + 1 Table	15.00
D Hardy - 1 x S Pitch	10.00
Co-operative Funeralcare - Sponsorship	125.00
	<u>260.00</u>

<u>Payments Made 1 April 2019 - 1 May 2019</u>	<u>0.00</u>
	<u>0.00</u>

Balance at Start of Year 1 April 2019	641.25
Income 1 April 2019 - 1 May 2019	260.00
Haxby Town Council 2019 Allowance	2000.00
	<u>2901.25</u>

INCOME TOTAL

Expenditure 1 April 2019 - 1 May 2019	0.00
	<u>0.00</u>

EXPENDITURE TOTAL

BALANCE TOTAL 2901.25

Promised Payments for Haxby Carnival 2019

Wigginton Parish Council - 16 Tables	200.00
Community TM Ltd?	650.00
Tombola Prizes	100.00
City of York Pipe Band	500.00
Miniature Steam Railway	250.00
The Craft Stall - Coffee Cup Crafts	130.00
Litter Bins	25.00
Phoenix Fusion Majorettes	100.00
Lord Mayors Own Scout Group	80.00
Vaudeville Players	200.00
The Magic Hatter	250.00
Carnival Dresses	160.00
Hooks Removals	80.00
JSS Audio	1175.00
Banner	45.00
York Bird of Prey Centre	185.00
PRTY Band	200.00

1 May 2019

St John's Ambulance		<u>240.00</u>
Total Balance	Total	<u>4570.00</u>

The financial statement was circulated and received by Committee members at the meeting.

General – Cllr N Wyatt had agreed to continue as the Safety Officer and would be reviewing the Risk Assessment and Event Manual. An article about the carnival was due to be published in the June and July editions of the Handy Mag and the Outlook.

DATE OF NEXT MEETING

5. The next meeting would be held on Wednesday 12 June 2019 at 7.30 pm.

There being no further business the meeting closed at 8.40 pm.

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Chairman

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