

MINUTES of Haxby Town Council Carnival Committee Meeting held on Wednesday 13 March 2019, in the Memorial Hall, Haxby, at 7.30 pm.

PRESENT Cllr M Preston (Chairman) Cllr M Crawford  
Cllr R Cousans Cllr C Mulholland  
Mrs J Bell (Deputy Clerk)

Also Present: D Beal representative from the Haxby Traders Association

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 23 January 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 April Full Council meeting for helpers on the day.
- To look into the possibility of applying for a grant from the City of York Council Ward Committee to fund the road closure.

**Cllr C Mulholland**

- To await a response from Headlands Primary School regarding the children singing on the stage.

**Cllr R Cousans**

- To await a response from the Manager of Sainsbury's regarding sponsorship.

### **S O'callaghan – Kraken Design Agency**

- To design the posters and programme of events.

### **Deputy Clerk**

- To await the new 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 await reply from the Guides and Scouts regarding the chairs.
- To arrange for 12 litter bins for carnival day.
- To inform the owner of the Go Karts that a slide or bouncy castle is not required.
- To contact the owner of the Zorbs regarding a suitable area on the field and the cost.
- To await a reply from JSS Audio regarding the booking and cost of the stage, canopy and audio equipment.
- To await a response from Joseph Rowntree School regarding the performance.
- To write to the Scouts regarding the procession.
- To write to The Shotokan Karate Club regarding the procession.
- To obtain two more quotations for the cost of the road closure for the procession.
- 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 a local pub to ask if they would be willing to have a beer stand.
- To contact The Crepe Company to see if they would like a stand.
- To invite last year's stall holders to book again this year.
- To write to businesses regarding tombola prizes.
- To advertise the carnival in the June/July editions of the Handy Mag.
- To contact Cllr N Wyatt to ask him if he would be willing to continue as the Safety Officer and ask for documents to be reviewed.

**Sponsorship** – A reply was awaited from the Guides and Scouts regarding taking over ownership and storage of the chairs currently held by Piglets Adventure Farm. The Handy Mag confirmed they would sponsor the printing of the carnival poster and flyers. The Co-operative Funeralcare confirmed they would sponsor the carnival on a similar arrangement to last year. The Co-operative Food Store had expressed an interest and information had been sent to them. Letters had been sent to Sainsbury's and Stephenson's Estate Agents. Kraken Design Agency had created the carnival website and a facebook page which were shown to the Committee at the meeting. The carnival posters and events programme would be

available shortly. Minster FM was not able to provide balloons but Larch Music offered to sponsor the cost of the balloons instead.

**Layout of Field** – A plan of the layout of the field was handed out at the meeting. It was agreed to move the ice cream van away from stalls due to smoke emissions. 12 litter bins would be required for the day.

**Entertainment/Attractions** – The Miniature Steam Railway confirmed the booking. The Go Karts confirmed they would be able to come this year and asked if they could also bring other equipment. The Committee agreed that only the Go karts would be required this year. A company asked if they could bring Zorbs to the carnival. This was agreed subject to the company carrying out a site visit to see if the area by the games wall was suitable.

**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 to allow time for Minster FM to entertain the crowds. Ben Fry from Minster FM would be hosting the event and opening the carnival. A reply had not yet been received from JSS Audio regarding the hire of the stage, canopy and audio equipment. A letter had been sent to Joseph Rowntree School to ask what show they would be performing songs from.

**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). The Committee was informed that any placement of signs on the highway from road closures needed to be carried out by persons qualified to work on the highway. The person must hold the appropriate qualifications in relation to the New Road and Street Works Act 1991 for signing and guarding. This meant that Committee and volunteers would no longer be able to place road closure signs on the highway. A company qualified to carry out this work had been contacted and a quotation had been received. The Committee was happy to approve the costs but asked for two more quotations. It was felt that a City of York Council Ward Grant would need to be sought to cover the large cost involved. Headlands Primary School confirmed the Carnival Queen would be Lola Ogden and her two Attendants would be Jessica Halliday and Sophie Ward. An open top car or carriage had still not been found to replace the tractor and trailer and an advert would be placed in the Spring Town Crier.

**Stalls** – Stall bookings would be advertised in the Spring 2018 Town Crier. Nine bookings had been received and more were awaited. A reserved area of stalls had been booked for the Haxby Traders Association. Haxby Sports Bar would not be supplying a licensed bar this year. An alternative supplier would need to be sought.

**Tombola** – Letters would be sent to businesses for prizes. Two costs for a banner for the stall had been received and discussed.

**RESOLVED to approve £45.00 for a 6' x 2' banner or alternatively £40.00 for a 6' x 1' banner subject to the approval of Cllr M Harrison .**

**Finance** – A financial statement was not available as there was no change to the figures provided at the previous meeting.

**General** - The Risk Assessment, Traffic Management Plan and Carnival Management Plan were circulated to committee members prior to the meeting. The City of York Safety Advisory Group had also been sent these documents with the Road Application form and had made a few comments relating to the content. The Committee asked for a few amendments to be made. The Deputy Clerk was asked to contact Cllr N Wyatt to ask if he would be willing to continue with the role of the Safety Officer and ask him to review the documents.

**DATE OF NEXT MEETING**

5. The next meeting would be held on Wednesday 1 May 2019 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.)**