

**LEDBURY CARNIVAL ASSOCIATION
ANNUAL GENERAL MEETING – WEDNESDAY 09 DECEMBER 2020
VIRTUAL MEETING VIA ZOOM**

PRESENT: Johnny Chan (JC) Chair, Laura Clarke (LC), Keith Francis (KF), Chris Hill (CH), Jamie Hobby (JM), Jill Jupp (JJ), Janet Meredith (JM), and Tiffany Wixey (TW)

PUBLIC: Ruth Hill (RH)

1.	APOLOGIES: Ken Davies (KD) President,	
2.	MINUTES OF THE PREVIOUS AGM: The minutes of the AGM which had taken place on 13 November 2019 had been circulated prior to the meeting. They were agreed as a correct record. JC to sign copy and pass to JJ for file.	JC
3.	MATTERS ARISING: None not covered by the Agenda	
4.	<p>CHAIRMAN’S REPORT: JC said that owing to COVID-19 the 2020 Carnival had had to be cancelled. A Virtual Carnival had been put together, almost 2 hours’ worth of fun in a video. The Carnival Cover Competition took place and also a Games Competition, supported by traders in the Town. The video had attracted approximately 500 viewings.</p> <p>JC thanked Committee Members for their support with putting together the Virtual Carnival and the competitions and their commitment throughout a difficult year.</p> <p>JC hoped that new members and helpers on the day would come forward to enable a live Carnival to take place in 2021.</p>	
5	<p>TREASURER’S REPORT: JM had circulated the Balance Sheet and related transactions to attendees prior to the meeting. JM explained that she had inadvertently omitted to include the figures for Room Hire and Admin (£154.90) and Competitions (£133.94) a total of £289.00 in the Accumulations Account breakdown. JM would correct the breakdown and circulate the amended figures to members in the next few days.</p> <p>The balance of funds totalled £11658.03 compared to £11082.02 at the end of the previous year. The figure of £350.00 for Parade and Town Centre related to the fee for the ice cream sellers, received in advance for 2020 and carried over to 2021.</p>	JM

	<p>No cancellation fees had been incurred from bands etc. when the 2020 Carnival could not go ahead in its usual form; the timing of cancellation had been well within their terms and conditions.</p> <p>CH proposed and TW seconded acceptance of the Accounts. Attendees agreed to accept the Accounts.</p> <p>JC asked for thanks to JM for managing and producing the Accounts to be recorded in the Minutes.</p> <p>JM to ask Ann at Ledbury Funeral Services to independently examine the Accounts, as in previous years.</p>	JM
6	<p>ELECTION OF OFFICERS: Chairman: LC joined the meeting at 19.50.</p> <p>JC agreed to continue in the role of Chairman. KF proposed and CH seconded this.</p> <p>Vice Chairman: position vacant.</p> <p>Treasurer: JM agreed to continue in the role of Treasurer. CH proposed and RH seconded.</p> <p>Minutes Secretary: JJ agreed to continue but gave notice that this would be for one more year only. TW proposed and JM seconded.</p>	
7	<p>APPOINTMENT OF COMMITTEE MEMBERS: JH joined the meeting at 19.55.</p> <p>Procession Co-ordinator: JH was happy to continue in the role of dealing with the paperwork relating to the procession. JC nominated and CH seconded.</p> <p>Road Closure and Marshalling: CH was nominated by JC and seconded by JM. CH emphasised that this role needed the support of others, both on the day and beforehand. (In 2019 Shaun Roberts from SafetoGo, events management company, had supported with marshalling and the manning of road closure barriers. This input would be needed in future years with appropriate budgetary provision made).</p> <p>Health and Safety Co-ordinator: CH and JJ to work on this together.</p>	

	<p>Stalls Co-ordinator and Street Organisation: The previous post holders had stepped down in 2020. This role was key and no one within the existing committee had the capacity to take this on.</p> <p>Need to advertise this role as soon as possible.</p> <p>Carnival Princess Co-ordinator: CH nominated and JM seconded LC to continue in this role.</p> <p>Publicity and Programme: JC agreed to continue with compiling the Programme with support from other Committee Members for proof reading. CH nominated and TW seconded JC to continue with this role.</p> <p>JM agreed to continue to cover social media aspects, Facebook etc.</p> <p>Funding and Sponsorship: JM agreed to continue alongside the work of Treasurer. CH nominated and JJ seconded.</p> <p>Raffle and Shop Window Competition: TW agreed to continue with this role. CH proposed and JM seconded.</p> <p>KF offered to help with the raffle.</p> <p>Entertainment Coordinator: Vacant.</p> <p>CH highlighted the Committee now only had a small number of active members; key positions such as the Stalls Co-ordinator and Street Organisation and Entertainments Co-ordinator were vacant; without new active members coming on board during the year and to help on Carnival Day, a Carnival in 2021 would not be viable.</p> <p>JH suggested approaching local colleges and universities, such as Hereford and Ludlow, Worcester and Hartbury etc. to see if students undertaking events management style courses would be interested in helping. The Hereford National Citizenship Service was another possibility to approach.</p> <p>Other ideas and contacts, including sponsors to JJ during January.</p>	<p>COMMITTEE</p> <p>COMMITTEE</p> <p>COMMITTEE</p>
<p>8</p>	<p>CARNIVAL 2021: In view of the above it was not possible to have a meaningful discussion.</p>	

	<p>It had been previously agreed to retain the theme of Games for the 2021 Carnival.</p> <p>It may be possible to hold a smaller event on a location such as Pugh’s field, if more people came forward to help.</p> <p>Letters to be compiled and sent to local businesses and organizations, during January, requesting support and highlighting the roles to be filled. The imminent approach of Christmas and the situation re COVID-19 restrictions meant there was no benefit in trying to do anything in December.</p> <p>It was suggested a short meeting be held on Wednesday 27 January 2021 to discuss progress to date and then a full meeting on Wednesday 10 February 2021.</p> <p>If no response by this point in time, may need to issue a statement from the Committee that without more individuals coming forward to offer meaningful help there would be no Carnival in 2021.</p>	<p>JJ</p>
<p>9</p>	<p>A.O.B: Raffle: JM asked for confirmation that she should apply for a licence for a raffle in 2021. It was agreed that an application should be made.</p> <p>JJ to countersign a cheque.</p> <p>JC thanked everyone for attending and the Meeting closed at 8.55 pm.</p>	<p>JM</p> <p>JJ</p>
<p>10</p>	<p>Dates of Future Meetings:</p> <p>Wednesday 27 January 2021 7.30 pm Via Zoom.</p> <p>Wednesday 10 February 2021 7.30 pm Via Zoom.</p>	