## PRESCOT TOWN COUNCIL



West Street Office Complex, 9 West Street, Prescot, Merseyside L34 1LF

Tele: 0151-443-4796 Email: townclerk@prescot-tc.gov.uk

#### Dated this 11th day of March 2013

#### To the Members of the Carnival Committee

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#### YOU ARE HEREBY SUMMONED TO ATTEND

### a meeting of the Prescot Town Council's

#### **Carnival Committee**

to be held on Thursday 18 April 2013, in the West Street Office Complex,

9 West Street, Prescot, commencing at 7.00 p.m.

#### **Committee Members**

Cllr. Allen, Cllr. S. Arnall, Cllr. Flatley (Chair), Cllr. M. Friar, Cllr. Loyden, Cllr. McGarry, Cllr. L. O'Keeffe, Cllr. Rigby and Cllr Smith.

Dan Wilson Town Clerk

#### 1. TO RECEIVE APOLOGIES

#### 2. DECLARATIONS OF INTEREST

In accordance with Standing Order 54, Members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

#### 3. MINUTES OF PREVIOUS CARNIVAL MEETING

To agree the minutes of the Carnival Meeting held on 7th March 2013.

#### 4. <u>CO-OPTION OF COMMUNITY MEMBERS</u>

Welcome and introduction for Co-Opted members.

#### 6. FOOD HYGEINE TRAINING

Members are asked to put forward attendees for the next Food Hygiene training session 4th June 2013.

#### 7. EVENT ACTION PLANNING

Committee to <u>DISCUSS</u> and <u>AGREE</u> the task list. Once agreed roles and responsibilities will be assigned to committee members and Council staff. NB Members are advised the task list is subject to change as required.

# **Prescot Carnival 2013**

## **Action List**

**Action Area** 

Action Area											
		Supplier Contact /		Booking	Risk Assessment	Risk Assessment	Insurance details	Insurance details			
Catering	TC Rep	Payment details	Cost	confirmed	requested	received	requested	received			
Barbecues											
Food											
Chefs											
Drink											
Food Hygiene cert											
Gas Food Court - With Seating											
Area											
Cakes / Cookies											
Advertising	TC Rep	Supplier Contact / Payment details	Cost	Booking confirmed	Last Date for Advert						
Posters In Shops											
Leaflets											
Banners		To agreed locations									
Prescot Online											
Community Messaging											
Printing Printing											
Radio Merseyside											
Infrastructure	TC Rep	Supplier Contact / Payment details	Cost	Booking confirmed	Risk Assessment requested	Risk Assessment received	Insurance details requested	Insurance details received			
Army Cadets					_						
Performance Area											
Parking											
Van											
Tables											
Marquees				+							
walkie talkie											
_											
Terry											
Morris Dancing Arena				_							
Toilets											
Stage Area											
Activities	TC Rep	Supplier Contact / Payment details	Cost	Booking confirmed	Risk Assessment requested	Risk Assessment received	Insurance details requested	Insurance details received			
MPA Crime Prevention											
KHT											
Fun Fair	DW										
Recycle											
KMBC Trading Standards	DW										
Climbing Wall											
Classic Cars	DR										
Beat The Goalie											
Football Skills											
Fire Service											
KMBC Leisure											
Ice Cream Van											
ICE CIEdili Vall											

Bouncy Castle								
Rodeo Bull								
Prescot Town Council Tent								
Donkey								
Stalls	TC Rep	Supplier Contact / Payment details	Cost	Booking confirmed	Risk Assessment requested	Risk Assessment received	Insurance details requested	Insurance details received
Mayors Stall Tombola	LB							
Risk Assessment	TC Rep	Supplier Contact / Payment details	Cost	Complete				
Carnival	DW	DW	N/A	V				